OpenBook

Scanning and Reading Software

User's Guide
VERSION 7.02

Freedom Scientific, BLV Group, LLC

August 2004

Table of Contents

OpenBook User's Guide

About this Guide

The OpenBook User's Guide teaches you to use and customize OpenBook's scanning and reading capabilities to fit your personal needs.

The first book, the Quick Start Guide, gives you the basics to get up and running with OpenBook. Following the Quick Start Guide are more books that give complete instructions to all of OpenBook's features. Finally you will find a list of keystrokes for quick reference. These keystroke are also available in the back of the print and Braille Quick Start Guide as perforated reference cards.

However you decide to use this guide, we will lead you to a more productive computing experience with this scanning and reading software.

Documentation Conventions

In the OpenBook User's Guide we will refer to various commands, menu options, and other selections. To make reading this guide as simple as possible, we have included a sample of the following conventions.

When instructing you to type text into a command line or input field, the text will appear in this type style: `C:\Openbk7\Obu.exe`.

A hot key is a combination of keys pressed on the keyboard, which invokes the same response regardless of the application you are currently using. A hot key can be a single key on the keyboard, but more commonly it is several keys pressed in combination. For example, **ALT+CTRL+O** requires you to press all three keys simultaneously.

Alternatively, shortcut keys invoke a different action depending on the application in which you are currently working. Shortcut keys also can be one key or multiple keys pressed in combination. Shortcut keys may also require you to press a sequence of keys, such as **ALT+F**, **O**. In this case, you would press the **ALT** key and the **F** key, release them, and then press the **O** key. These hot keys and shortcut keys will appear in bold text throughout the User's Guide.

Another convention we use in this Guide is the reference regarding the active state of an item. When we refer to an item in the active state, we mean that OpenBook is focusing on the item and certain keystrokes performed affect that item. OpenBook gives both auditory and visual feedback to indicate the active state.

Book 1
Quick Start to OpenBook

Welcome to OpenBook

OpenBook is a software program that transforms your personal computer and scanner into a full-featured reading machine. Use any of today's popular scanners to scan your favorite magazine, book, or newspaper article, and let OpenBook read that page aloud to you. Or open an electronic file from any of today's most popular applications and edit at will. With OpenBook nothing is left inaccessible and even better, you are in control of how a page is read and presented on your computer screen.

System Requirements

The recommended system requirements for OpenBook include a personal computer with Windows 9x, Me, NT 4.0 with Service Pack 6, 2000, or Windows XP Pro/Home.

Specification	Minimum Requirement
Processor speed	166 MHz
RAM	32 MB
Available hard disk space for installation	460 MB
Video	Super VGA display
Sound	Windows compatible sound card and speakers
Keyboard	104 key Keyboard

Specification	Minimum Requirement
Scanner	A supported TWAIN-compatible scanner or a supported Hewlett-Packard flatbed scanner
CD ROM Drive	

Installing OpenBook

1. Insert the OpenBook CD into your CD-ROM drive.

2. The OpenBook Setup program starts. You will hear the installation speak the instructions as they appear on your screen. Follow these instructions to complete the OpenBook installation.

Note: Have your software serial number handy. The serial number is located on the outside of the box and on the outside of OpenBook's CD jacket. When you type in your serial number be sure to include any dashes.

If your OpenBook installation CD does not start automatically, go to the Start button, select Run, and type `D:\setup`. If your CD-ROM drive is not D, substitute the correct drive letter.

The OpenBook setup program will then begin.

Choose to run the Typical or Custom installation of OpenBook. The Typical installation assumes that you want to install the default files along with ViaVoice™ and RealSpeak™ text-to-speech software (TTS), that you approve of OpenBook's default location on your hard drive, and that you want the standard launchable programs installed. Use the Custom installation, if you want to use a different synthesizer, specify which languages are installed, and/or specify where OpenBook is stored on your hard drive.

Note: When you install OpenBook your scanner is automatically detected.

Installing Connect Outloud

During OpenBook installation you will be asked if you would like to install Connect Outloud. Installing Connect Outloud with OpenBook provides you with speech and Braille access to the Windows Operating System and many components installed as part of that system including Internet Explorer and Outlook Express. The new Connect Outloud also provides speech support for Adobe® Acrobat Reader.

If you currently have a Screen Reading product installed, it is recommended that you do not install Connect Outloud without consulting the manufacturer of your Screen Reader product.

Uninstalling OpenBook

To uninstall OpenBook go to the Programs Menu and select OpenBook 7.0. In the Tools submenu select the Uninstall OpenBook option. Uninstalling OpenBook does not uninstall Connect Outloud. If you choose to leave Connect Outloud on your computer system, it will run as a demo.

Uninstalling Connect Outloud

To uninstall Connect Outloud go to the Programs Menu and select Connect Outloud 2.0. In the Tools submenu select the Uninstall Connect Outloud option.

Registering OpenBook

Initial Registration

Once you have completed the installation of OpenBook, you are ready to register your software license with Freedom Scientific.

We encourage you to register your software. Registering your software costs you nothing, takes just a few minutes, and is the best way for you to receive quality service. Failing to register your software prevents us from providing you with technical support.

To register:

1. Place the Registration disk in your disk drive.
2. Start OpenBook if it is not already running.
3. Go to the File Menu and select Open or press **CTRL+O**.
4. Type in the Filename edit box, a:\registration.ark and then press **ENTER**.
5. The registration document will open.
6. Press **CTRL+E** to toggle to the Edit Mode in OpenBook.
7. Use your **ARROW** keys to move down the screen and fill in the information requested.
8. When finished, save the information by pressing **CTRL+S**.

Note: To save a copy of this form on your computer, press **ALT+F, A** (for Save As) and then press **ENTER**. This saves a copy of the same file in the default folder on your hard drive.

9. If you live in the United States you can send the disk to Freedom Scientific in the self-addressed diskette envelope included in the software package. (This cardboard diskette envelope has the name Freedom Scientific embossed in Grade 2 Braille.)

Changing Your Registration

If you need to change your registration information, such as your address or phone number, open the Registration.ark file located on your hard drive under `C:\Openbk7`. The same questions appear as your initial registration. Change the necessary information, save it to a 3.5 floppy and send it to Freedom Scientific.

Getting Started

Launching OpenBook

OpenBook gives you a variety of ways to launch the program.

- Press the hot key, **ALT+CTRL+O**, which is automatically assigned when you install OpenBook.

- Double-click the OpenBook icon on your desktop.

- Go to the Start menu and select Programs. Choose OpenBook 7.0 from the OpenBook 7.0 menu.

Once launched, OpenBook opens with a blank untitled document from which you can begin working or if you prefer, you can change the startup document to be the document you were working on last. To do this, go to the Settings Menu and select General Settings (**ALT+G, G**). In the General Settings Dialog, press **TAB** until you arrive on the Open Untitled Document on Startup radio button. Press the **DOWN ARROW** key to select the Open Last Document on Startup radio button. If you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Exit this properties page by pressing **ENTER**. Next, to change the settings so that OpenBook is always in this Mode, open the Settings Menu again (**ALT+G**). From the Menu, choose Save the Settings... . In the Save Settings dialog, press **ENTER** to make the changes part of the default settings. For more information on this feature, please see the book, Using Setting Files.

Closing OpenBook

You can close OpenBook like any other Windows application by pressing **ALT+F4**, point the mouse and left click on the **X** in the top right hand corner of the window, or select Exit from the File menu.

Scanning and Reading

OpenBook combines the best in scanning and reading features to convert printed media into electronic format. It then displays and reads the content aloud giving you access to material that would otherwise be inaccessible or difficult to read.

When you install OpenBook, IBM's ViaVoice or ScanSoft's RealSpeak TTS software is also installed. You can scan, edit or read a document. Additionally, you can customize the scanning, reading, and display properties of OpenBook.

Here are a few shortcut keys to get you started with OpenBook.

- To have OpenBook read to you, press **NUM PAD ENTER, F10**, or **F12**.
- To scan, press **NUM PAD INSERT, SPACEBAR,** or **F4.**
- To toggle between Edit Mode and Read-only Mode, press **CTRL+E.**
- To silence speech press the **CTRL** key.
- To read faster, press **CTRL+2**.
- To read slower, press **CTRL+1**.

Getting Help

Online Help System

OpenBook's Online Help System consists of three components, the Contents page with its tree view of books and topics, the Index page with its alphabetical listing of topics, and the Text View, which displays all topic content. When you launch Help, OpenBook automatically begins reading the contents of the Text View. To stop reading, press the **CTRL** key. To move from the Text View to the Tree View of books and topics, press **F6**. To return and begin reading the contents in the Text View, press **F6** again.

To navigate the books in the tree, use the **UP** and **DOWN ARROW** keys. The **RIGHT ARROW** key expands books to display the topics, while the **LEFT ARROW** key closes books. When you find the topic you want to read, press **ENTER** on the standard keypad. OpenBook Help displays that topic and automatically begins reading the contents.

Note:	To display the selected topic in the Text View, you must press **ENTER**. Simply moving back to the Text View without pressing **ENTER** does not display or read the newly selected topic.

The Index page is particularly helpful if you are searching a particular topic because it lists help topics in alphabetical order. To move between the Contents and the Index pages of Help, press **CTRL+TAB**.

Navigating the Index's list of topics is similar to navigating the Tree View of the Contents page in that you can use the **UP** and **DOWN ARROW** keys to move you up and down the list of topics. Or if you know the topic you want to find, type its first letter. For instance, you want information on the Zoom feature of OpenBook. You would then type the letter Z. The Index automatically moves through the list to that topic or to a topic that begins with the letter Z.

You can also navigate OpenBook's Help System by pressing the **TAB** key. When you press the **TAB** key, you cycle between the three controls in Help. Pressing the **TAB** key once activates the Tree View or Index list, use the **ARROW** keys to navigate or open and close topics. Pressing the **TAB** key twice, activates the Tab Control on the Contents or Index page, use the **LEFT** and **RIGHT ARROW** keys to switch between the Contents or Index page. Pressing the **TAB** key again activates the Text View where the topic contents are displayed. Here you can press **F12** to read or the **ARROW** keys to navigate the contents.

Context-Sensitive Help

When you are in a dialog box, press **SHIFT+F1** or the **NUM PAD MINUS** key to read the context-sensitive help message for the current item.

You can also access context-sensitive help by right clicking the mouse on a control and selecting "What's This" or by clicking on the ? (question mark) symbol at the top right corner of the dialog box and then clicking on a control.

OpenBook User's Guide

We provide you with the content of the OpenBook Online Help System in the OpenBook User's Guide, which uses large text for easy reading. The manual contains the Quick Start Guide, a detailed description of OpenBook's features, and pull out reference cards.

Technical Support

If you do not find the answers to questions or problems that you have, contact Freedom Scientific Technical Support, (727) 803-8600 or e-mail Support@FreedomScientific.com. Office hours are from Monday through Friday 8:30 A.M. to 7:00 P.M. Eastern Standard Time.

Please have the following information on hand:

- Product serial number used for registration.

- Product name and version number.

- Type of computer hardware you are using.

- Software version number of Windows.

About OpenBook

Select About OpenBook from the Help menu on the OpenBook user interface to view the version number of OpenBook you are currently running and its serial number.

Navigating OpenBook

Use Your Keyboard or Your Mouse

With OpenBook, you can use your mouse or your keyboard to access most features. Many people use a combination of the two. The OpenBook documentation gives you information on performing actions with both the keyboard and the mouse. For example, you can either press **ALT+F** to access the File menu, or you can point and click the word *File* with the mouse.

Using the Keyboard with OpenBook

OpenBook uses many Microsoft Windows® keyboard commands. For instance, special keys such as **ALT**, **CTRL**, **SHIFT**, **TAB**, and **INSERT** are often combined with the Function Keys i.e., **F1** through **F12,** to perform specific operations such as closing an application (**ALT+F4)**.

Special keys can also be combined with a letter to invoke a command for example, **CTRL+S,** which saves the current document without closing it. Or they can be combined with letters assigned to features such as **ALT+S,** which accesses the Scan menu.

By default, OpenBook does not announce these keystrokes, also known as shortcut keys and access keys.

To have OpenBook announce these keystrokes, type the following: **ALT+G**, **G**, **ALT+K**. This takes you to the General Settings Properties page. After you press **ALT+K**, OpenBook should say "Announce Shortcut and Access Keys: checked." Press **ENTER** to save the settings and close the dialog box.

Tip:	The underlined letter on a menu, a command button, or a dialog option identifies the Access key, while Shortcut keys usually correspond to a command name on a menu.

If you are unsure how an item or control works you can activate context sensitive help with the **F1** on the keyboard**.** To use this feature press the **TAB** key to move to the button that you want to see the help for and press the **F1**.

Alternate Keyboard Layouts

OpenBook provides alternate keyboard layouts to make it easier to use OpenBook together with popular assistive technology products. The JAWS keyboard layout is optimized for use with the JAWS for Windows screen reader from Freedom Scientific. The Window- Eyes keyboard layout is optimized for use with the Window-Eyes screen reader from GW Micro.

To change the keyboard layout:

1.   Press **ALT+G** to open the Settings menu.

2.   Press **K** to open the Keyboard Settings dialog.

3.   When this dialog opens, the Keyboard Layout combo box is active.

4.   Use **UP** or **DOWN ARROW** to locate the keyboard layout you want to use.

5. **TAB** to the Ok button and press **SPACEBAR**.

Using the Mouse with OpenBook

Point & Click

With OpenBook you don't have to learn keystrokes to perform actions. You can use the mouse to point at items on the user interface, and click the buttons to activate features. For example, if you are in a dialog, you can use your mouse to click directly on any option in the dialog to select it.

If you are not sure how to activate a feature, use your mouse to open the menus and find the feature you need.

Left Click vs. Right Click

The left mouse button is the more commonly used mouse button because it activates menus and buttons.

Alternatively, the right mouse button provides useful shortcuts to many items found under OpenBook's menus. Right click on the user interface to see a context menu or right click on a button to view context sensitive help. To use the context sensitive help feature, move the mouse to the control you want help on and right click. A "What's This" button appears. Move you mouse over this button and click the left mouse button to have OpenBook open and read the context sensitive help topic.

User Interface, Dialogs & Controls

Introduction to the User Interface

The user interface automatically opens when you launch OpenBook. To open the program, press **ALT+CTRL+O** or select it in the Programs Menu.

The OpenBook user interface consists of the Title Bar, the Menu Bar, the Document Window, the Status Bar, and the Scroll Bar.

You can work in other applications without closing the OpenBook program by using **ALT+TAB.** When you want to return to OpenBook, press **ALT+TAB** again. If you have more than two applications opened at the same time, you hold the **ALT** key down while you press the **TAB** key until you reach the application you want to work in.

Title Bar

The Title Bar is the blue bar across the top of the application, which says, "OpenBook – [name of the file/document]." Locate the OpenBook Title Bar at the very top of the window. Press **NUM PAD 7** to hear the text of the Title Bar.

To open the Application System Menu, press **ALT+SPACEBAR**, or click the OpenBook icon on the left side of the Title Bar.

The Application Menu contains six items:

- **Restore** – This item restores the application window to its previous size and location.

- **Move** – With this item you can change the location of the application window.

- **Size** – This item lets you change the size of the application window.

- **Minimize** – This item reduces the application window to an icon.

- **Maximize** – This item enlarges the application window so that it fills the screen.

- **Close** – This item closes the application window. (**ALT+F4**)

Located on the right side of the Title Bar are three small icons. These icons provide an alternative way to minimize, maximize, restore, or close your application. You access these icons with the mouse.

Menu Bar

The Menu Bar is located just below the Title Bar and contains the File, Edit, Scan, View, Tools, Advanced, Settings, Low Vision, Window, and Help Menus.

To open these menus press **ALT** and the underlined letter, also referred to as the Access key. For example, press **ALT+F** to open the File menu.

Document Window

The Document Window also referred as the Text View is the main area of the user interface, which remains blank until you open, scan, or type content into a new document. Depending on the amount of memory in your computer, you can have multiple document windows open at the same time. Each document can be in either Edit Mode or Read-only Mode. Similarly, you can scan multiple documents into OpenBook and view each document by pressing **CTRL+TAB**.

Status Bar

The Status Bar appears at the bottom of the document window. The left side displays the line the edit or reading cursor is on, the total number of lines in the document, the page number, and the total number of pages. For example, line 20 of 87, page 2 of 2. To read the Status Bar, press **CTRL+SHIFT+F10**. If you prefer not to view the Status Bar, press **SHIFT+F5**. This interface item is also accessible from the View Menu.

Tip: If you want to hear the Title Bar and the Status Bar read, press **SHIFT+F1.**

Scroll Bar

The Scroll Bar is the shaded bar along the right side of the document window. It allows you to view other parts of a document. You scroll a document using the **UP** and **DOWN ARROW** keys or the **PAGE UP** and **PAGE DOWN** keys on your keyboard.

If you are a mouse user, left click your mouse on either the Scroll Up or Scroll Down Arrow. Or drag the box between the Scroll Arrows up or down by pressing and holding the left button on your mouse.

Dialogs & Controls

Dialogs are smaller windows that usually appear from a menu choice. They contain controls used to configure various settings.

There are many types of controls in a dialog, such as edit fields, and combo boxes.

In dialogs, **TAB** moves you forward through the controls, while **SHIFT+TAB** moves you backwards.

Multi-Page Dialogs

A Multi-Page dialog is a dialog with multiple pages. When you open a multi-page dialog, the name of the current page is announced after the name of the dialog.

Multi-page dialogs contain an extra control, the page tab control. Move to this control the same as any other control, by pressing **TAB** or **SHIFT+TAB** until it is reached. Press **RIGHT ARROW** or **LEFT ARROW** to move between the pages of the dialog, and press **TAB** to move to the first control on that dialog page.

You can also press **CTRL+TAB** to switch pages in a multi-page dialog.

Radio Buttons

Radio buttons are small circles. Use **DOWN ARROW** to move through the radio buttons, and when you land on the appropriate choice, press **TAB** to move to the next control.

Edit Fields

Edit fields are similar to the edit fields in word processors. You can type text into an edit field, and typically you can use the same navigation keystrokes here, as you would in a document edit field. A multi-line edit field allows you to type more than one line in an edit field.

Edit Combo Box

An edit combo box is a combination of two controls: an edit field and a list box. You can either type in a value or press **ALT+DOWN ARROW** to open a list box. The list contains suggestions for the contents of this field. Use the **UP** and **DOWN ARROW** keys to move through the list, and use **ALT+UP ARROW** or **ESC** to close the list box. If you do not find your choice in the list box, type it in the edit field.

Combo Box

A plain combo box differs from the edit combo box. You must make your selection from suggestions provided by the program. Either press **DOWN ARROW** to move through the choices, or press the first letter of the choice you want to make.

Edit Spin Box

The edit spin box is also a combination of two controls. You can type in this field, or use the arrow keys to move through the list of suggestions. Edit spin boxes are common for fields that require numeric values.

Check Box

A check box can be checked or unchecked. OpenBook announces the current state of a check box when you move to it. Press **SPACEBAR** to check or clear a check box.

Buttons

Buttons are common to most dialogs. When you encounter a button, press the **SPACEBAR** to activate the button.

Tree View

In a tree view, items are presented in a hierarchical format, which is organized vertically on the screen. Press **UP** or **DOWN ARROW** to move through the tree view. When you hear, "closed…," you press **RIGHT ARROW** to open that level. You are then presented with more information beneath it. Press **DOWN ARROW** to move through the next level. One of those items may also be closed so you would press **RIGHT ARROW** again to open that item. If you want to close a level, press **LEFT ARROW**. To have an item display in the text view press **ENTER** on the standard keypad.

Adjusting Speech

OpenBook allows you to adjust the speech settings so you can determine how much feedback you receive, which makes it easier to distinguish where and what OpenBook is reading.

Selecting Voices

With OpenBook, you can assign different voices for reading and editing text, speaking menu and dialog items, and for reading text that has emphasis such as underline, italic, or bold. Additionally, you can adjust the volume, pitch, and inflection of each voice.

To select and adjust voices:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **P** or select Speech Settings to open the Speech Settings Properties page.

3. When the Properties page opens the Voice Selection combo box is active. Use your **UP** or **DOWN ARROW** keys to select the voice you want to modify.

Your choices are:

* **Reading Voice** - the voice used to read and edit text.

* **Menu Voice** - the voice used to read menus and dialogs.

- **Emphasis Voice** - the voice used to read text that is bold, underlined and in italics. The Emphasis Voice also reads bookmarks when the Announce Bookmarks is enabled in the General Settings Properties page.

Note: In order to have OpenBook recognize text that is bold, underlined and in italics, you must enable Emphasis Text in the Scanning Settings Properties page. Please see the Book, Advanced Scanning, for more information.

4. Once you have selected a voice to modify, you can then press **TAB** to move to the Voice Name combo box. IBM's ViaVoice TTS software used by OpenBook has five voice options for U.S. English: Shelley, Sandy, Reed, Grandpa, and Grandma. Use your **UP** or **DOWN ARROW** keys to make your selection.

Note: If you chose to use another speech synthesizer at installation, you may have a different number of voice options.

5. The next four controls are combo boxes that adjust the voice rate, volume, pitch, and inflection. You can experiment with these adjustments until you find the settings you like. Use your **UP** and **DOWN ARROW** keys to make your selections or point and click with your mouse. Press the **TAB** key to move to the next control or **SHIFT+TAB** to move to the previous control.

To test the different voices options, press **ALT+T**. This activates the Test button, which also tests any voice modifications that you apply such as rate, volume, etc. To stop the test, press **ALT+T** again.

6. Before you close this dialog you may want to globally apply your voice setting changes for one voice to the other voices. Press the **TAB** key until you hear, "Apply Settings to All Voices check box," then press the **SPACEBAR** to check this box.

7. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Voice Punctuation

To determine how much punctuation OpenBook announces while reading, choose an item from the Voice Punctuation combo box. Your choices are:

- **All** - OpenBook speaks every period and comma.

- **Some** - OpenBook speaks the less common punctuation but not periods and commas. This setting is the default.

- **None** - OpenBook does not speak any punctuation.

Note: The amount of punctuation you hear is unique to each synthesizer.

To select Reading Voice Punctuation:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **P** or select Speech Settings to open the Speech Settings Properties page.

3. Press **TAB** until you hear, "Reading Voice Punctuation."

4. Use your **UP** and **DOWN ARROW** keys or point and click with your mouse to select your punctuation preference.

5. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Language

OpenBook supports 8 different languages. The Voice Language combo box lists the languages you chose during Custom Installation. Use your **UP** and **DOWN ARROW** keys or point and click with your mouse to select another language. If you did not install any other languages, this combo box is grayed out.

1. Press **ALT+G** or click on the Settings Menu.

2. Press **P** or select Speech Settings to open the Speech Settings Properties page.

3. Press **TAB** until you hear, "Voice Language."

4. Use your **UP** and **DOWN ARROW** keys or point and click with your mouse to select a different language.

5. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Note: Some speech synthesizers allow you to select **multiple** as a choice in the Language combo box. Selecting **multiple** lets you choose any voice style from all of the languages available for the synthesizer.

Synthesizer

The Synthesizer combo box lists the different speech synthesizers you can choose from. If you performed the typical installation, you can select either IBM ViaVoice TTS or RealSpeak. To add additional synthesizers to the list, run Setup.exe from the OpenBook CD.

To change synthesizers:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **P** or select Speech Settings to open the Speech Settings Properties page.

3.   Press **TAB** until you hear, "Synthesizer."

4.   Use your **UP** and **DOWN ARROW** keys or point and click with your mouse to select a different synthesizer.

5.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Note: With some speech synthesizers, inflection, punctuation, and multi-language options may not be available.

Progress Messages

This feature controls the messages that OpenBook speaks when it is scanning a page. When you start OpenBook this box is on by default.

To uncheck Progress Messages:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings properties page.

3. Press **TAB** until you hear, "Progress Messages checkbox."

4. Press the **SPACEBAR** to uncheck the box.

5. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Announce Shortcut and Access Keys

Announces the menu shortcut or access keys (for example, **CTRL+O** for Open in the File Menu) after each menu item. This feature helps you learn these keystrokes so you can quickly perform the operations you want. When you install OpenBook this box is unchecked by default.

To enable Announce Shortcut and Access Keys:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **G** or select General Settings to open the General Settings properties page.

3. Nest, press **TAB** until you hear, "Announce Shortcut and Access Keys checkbox."

4. Press the **SPACEBAR** to check the box.

5. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Announce Dialog Controls

If you want more feedback on the type of controls you encounter while working in OpenBook, then enable this item. OpenBook will announce whether an edit box, button, combo box, etc., is active.

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings properties page.

3.   Next, press **TAB** until you hear, "Announce Dialog Controls."

4.   Press the **SPACEBAR** to check the box.

5.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Announce Page Layout Elements

Select this item to have OpenBook announce page elements while it reads a scanned document. To announce page elements, you must enable "Scan with Page Layout Elements" in the Scanning Settings Properties page.

Examples of page elements are columns, headers, footers, and text blocks. The default setting for this item is checked.

To enable Announce Page Layout Elements:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings properties page.

3.   Press **TAB** until you hear, "Announce Page Layout Elements."

4.   Press the **SPACEBAR** to check the box.

5.   Next, **TAB** to the Apply button or press **ALT+A**, then press **CTRL+TAB** to move to the Scanning Settings properties page.

6. Press **TAB** until you hear, "Scan with Page Layout Elements."

7. Press the **SPACEBAR** to check the box.

8. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Announce Headers and Footers

Check this option if you want OpenBook to read the header and footer for each page when you use the Say All command (**F10**, **F12**, or **NUM PAD ENTER**). Uncheck this option if you do not want OpenBook to read headers and footers when you use the Say All command. You can still use the **ARROW** keys to read the header and footer.

To enable Announce Headers and Footers:

1. Press **ALT+G** or click on the **Settings** Menu.

2. Press **G** or select **General Settings** to open the General Settings properties page.

3. Press **TAB** until you hear, "Announce Headers and Footers."

4. Press the **SPACEBAR** to check the box.

5. Activate the **Apply** button or press **ALT+A**.

6. Press **CTRL+TAB** to move to the Scanning Settings properties page.

7. Press **TAB** until you hear, "Scan with Page Layout Elements."

8. Press **SPACEBAR** to select the **Scan with Page Layout** check box.

9. Press **ENTER** to activate the **OK** button.

Key Echo

Use the Key Echo During Editing combo box to modify what echo you hear while you are editing a document.

1. Press **ALT+G** or click on the Settings Menu.

2. Press **P** or select Speech Settings to open the Speech Settings property page.

3. Press **TAB** until you hear, "Key Echo During Editing" or press **ALT+K** to activate the combo box. Use the **UP** or **DOWN ARROW** keys to select the echo you want during editing.

   Your choices are:

   - **Character** - Speaks every keystroke as you type.

   - **Word -** Speaks only completed words; that is, it speaks the word you just typed as soon as you type punctuation or a space after it.

   - **Both -** Speaks both the keystrokes as you type and the final completed word after you type it. This is useful for beginning typists or with material you are proofreading.

   - **Off -** Does not echo any keystrokes.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Announce Capital Letters

If you want OpenBook to announce capital letters while typing, you will then need to activate the Announce Capital Letters checkbox.

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **P** or select Speech Settings to open the Speech Settings property page.

3.   Press **TAB** until you hear, "Announce Capital Letters While Typing" then press **SPACEBAR** or press **ALT+C** to place a check in the box.

4.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

If you want to save your setting changes go back to the Settings Menu (**ALT+G**) and select Save the Settings (**S**). With the Save Settings dialog open, type a name for the new settings file, then **TAB** to the Save button and press **ENTER**. For more information, please see the book titled, Using Settings Files.

Adjusting Visual Settings

Low Vision Menu

Although, you can change the same settings in the Visual Settings Properties page, this menu provides an easy to use interface for adjusting some of the more common visual aspects of your document such as font size and type; text, cursor, and background colors; and character, word, and line spacing.

The Low Vision Menu is available only if you are displaying your document in Text View. If you are displaying your document in Exact View, press **CTRL+SHIFT+V** to switch back to Text View. Press **ALT+L** or click Low Vision on the menu bar. Use the **ARROW** keys to navigate the menu items. When you find the item you want to change, press **ENTER** or click to select that item. This launches the Low Vision Settings dialog, which has six buttons and opens in the lower third of your screen. The button that corresponds with the item you selected in the Low Vision Menu will be active. At this time, you can press the **SPACEBAR** to change the setting, or press **TAB** to move to the next button.

Note: All changes made from the Low Vision Menu are saved and are implemented the next time you open a document.

If you want more control over each setting, press **TAB** to move to the Customize button and press **ENTER**. This opens the Visual Settings Properties page found under the Settings Menu.

For your convenience, there also are shortcut keys that control the features available in the Low Vision Menu. You can press these commands anytime you need to change the way text is displayed on your screen. These changes remain in effect until you exit OpenBook. Below lists the description of the shortcut keys.

Font size -- increase	**CTRL+4**
Font size -- decrease	**CTRL+3**
Font & Background Color	**CTRL+5**
Font type	**CTRL+6**
Font spacing -- increase	**CTRL+8**
Font spacing -- decrease	**CTRL+7**

Visual Settings Properties page

For complete control over how your document displays on your monitor go to the Visual Settings Properties page (**ALT+G, V**). From this page you can select your font type and size, page margins, and the color and spacing for every element on your page. Use Text View on the right to see how the changes you make affects the text.

When this properties page opens the Font Name combo box is active. Use your **UP** or **DOWN ARROW** keys to select the font you want displayed. Press **TAB** to move to the next control. Again, use your **UP** or **DOWN ARROW** keys to make a selection. Follow these basic steps to make changes for the document displayed on your screen. When you are done, press **ENTER** to exit this properties page.

If you want to save your setting changes go back to the Settings Menu (**ALT+G**) and select Save the Settings (**S**). With the Save Settings dialog open, type a name for the new settings file, then **TAB** to the Save button and press **ENTER**. For more information, please see the book titled, Using Settings Files.

Using Settings Files

Understanding Settings Files

This book on Using Settings Files discusses the importance of Settings Files in their global application with OpenBook and explains how they are used.

In the Settings Menu (**ALT+G**) there are three important items that make working with OpenBook convenient and easy, especially if you have multiple needs. These items are:

- Save the Settings

- Retrieve Settings

- Delete Settings

Save the Settings

When launched, OpenBook always uses the Default Settings file. Therefore, whenever you go into the Settings Menu to change a setting you should save that change to the default settings file. Otherwise none of your changes will apply the next time you launch OpenBook.

You can save multiple settings files to use for certain situations. For example, you may be required to use Arial font 14 point in your academic environment, but prefer to type your friend's letter in Batang 16 point. Or, maybe you are studying or working in a programming language and need to scan documents using the Fine Reader OCR. Whatever your reasons are, here is how you save your settings so you can use them whenever you have to.

1. Use the items in the Settings Menu (**ALT+G**) to make OpenBook work the way you want.

2. Go back to the Settings Menu (**ALT+G**) and select Save the Settings (**S**).

3. With the Save Settings dialog open, type a name for the new settings file or select the default file.

4. At this point, you can press **TAB** to move over to the Save button and press **ENTER** to save and exit the dialog or you can press **TAB** to move over to the list of radio buttons.

5. These radio buttons represent each of the menu items listed under the Settings Menu. Choose All Settings to incorporate all setting changes into one Settings File or create individual Settings Files for each settings change.

6. Use your **UP** or **DOWN ARROW** key to select the item you want to save as a Settings File. You can make and apply as many Settings Files as you need.

Retrieve Settings

This item allows you to apply your Settings Files to your active document. If you choose not to retrieve any Settings Files, then OpenBook will use the default settings.

To retrieve settings:

1. Go to the Settings Menu (ALT+G) and select Retrieve Settings (R).

2. Use your UP or DOWN ARROW key to move to the settings file you want to use.

3. Press ENTER to select the file and close the dialog.

4.   If you want to apply more than one Settings File, simply repeat the steps outlined above.

Delete Settings

1.   Go to the Settings Menu (**ALT+G**) and select Delete Settings (**D**).

2.   Use your **UP** or **DOWN ARROW** key to move to the settings file you want

3.   Press **ENTER** to delete the file

4.   A second dialog appears and asks you to verify the deletion, press **ENTER** again and close the dialog.

Scanning

Introduction to Scanning

With OpenBook's extensive scanning features, you can scan and have access to almost all printed documents. Unlike other scanning software, OpenBook processes the scanned image using optical character recognition (OCR) and converts the document into text.

The Scan Menu, found on the menu bar, contains most of the controls you need to scan your items.

The first item on the Scan Menu, Scan a Page, lets you scan the page you have placed on the scanner. There are three scanning keys, the **INSERT** key on the numeric **NUM PAD**, **SPACEBAR** and **F4**. When you scan multiple pages with this menu item, OpenBook inserts them at the end of your document, regardless of where your cursor is.

Scanning a page:

1. Place the page to be scanned on the scanner first, then press **F4**.

2. During the scanning process, a dialog appears on your screen that indicates when the three scanning stages are complete.

Scan and Insert New Page

Unlike the Scan and Replace Current Page menu item, Scan and Insert New Page does not remove pages, instead it inserts newly scanned pages before the current page on the screen. You find the Scan and Insert New Page menu item in the Scan Menu (**ALT+S**). Your **UP** or **DOWN ARROW** key moves to the item and **ENTER** selects it.

2-page Scanning

Select this menu item to scan two side-by-side pages of a book whose facing pages can both fit on the scanner glass. OpenBook will store the pages separately, with separate page numbers. This allows the page numbers in your document to match the page numbers in the scanned book. After scanning, OpenBook will automatically read the first page, and then read the second page. When you start OpenBook, this selection is not checked. To check this menu item, open the Scan menu (**ALT+S**), use the **DOWN ARROW** to select 2-page Scanning and press **ENTER**.

Recognize Columns

On by default, this feature is useful for scanning information that is in columns such as a newspaper. Turn this feature off when you scan information that needs to be read across a page such as a billing statement. To enable/disable this feature, press **CTRL+SHIFT+Z** or choose **Recognize Columns** from the **Scan** menu.

Note: When tables are encountered with this control enabled, OpenBook moves across each row, from left to right, reading the content in each cell.

To change the default setting for Recognize Columns:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **C** or select Scanning Settings to open the Scanning Settings property page.

3. Press **ALT+Z** or click on Recognize Columns to uncheck the box.

4. To check the box, simply press **ALT+Z** or click on Recognize Columns.

5. If you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**.

6. Exit this properties page by pressing **ENTER**.

7. Next, to change the settings so that Recognize Columns is always disabled, open the Settings Menu again (**ALT+G**).

8. From the Menu, choose Save the Settings... .

9. In the Save Settings dialog, press **ENTER** to make the changes part of the default settings. For more information on this feature, please see the book, Using Setting Files.

BuckScan

With American and Canadian paper currency, BuckScan recognizes denomination. In order for BuckScan to correctly recognize your currency, you must go to the Settings Menu and select General Settings **(ALT+G, G)**, then press **TAB** until you hear Buckscan Currency combo box. From the combo box, use the **UP** or **DOWN ARROW** keys to select U.S. Dollars or Canadian Dollars.

To use BuckScan, place your bill horizontally along the edge of the glass plate's right rear corner. Press **CTRL+M** or select BuckScan from the Scan menu.

If OpenBook fails to recognize the denomination, try placing your bill horizontally along the edge of the glass plate's left front corner.

Color Scanning

Scans pages of colored text, art, and photographs in color. When you start OpenBook, this feature is off by default. To check this menu item, open the Scan menu, use the **DOWN ARROW** to navigate to Color Scanning and press **ENTER** to select it.

Additionally, the results of Color Scanning are only apparent while you are in Exact View (**CTRL+SHIFT+V**). For this reason you must have "Keep Exact View" enabled in the Scanning Properties page in order to use Color Scanning. Also, you can only do color scanning at 300 dpi resolution.

If you do not have a color scanner installed, OpenBook will tell you that color scanning is not possible and will scan in black and white.

Color scanning is a much slower process than the standard black-and-white scanning, so we recommend that you only use this item when you know you have something you want to save in its original color presentation.

Selecting Color Scanning From the Scanning Properties page

If you need to scan a document for its color properties, place a check in the Color Scanning checkbox. When checked, OpenBook allows for color scanning of text, art, and photographs.

To enable Color Scanning from the Scanning Properties page:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+I** or click on Color Scanning to check the box.

3. To uncheck the box, simply press **ALT+I** or click on Color Scanning.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Scan for Accuracy / Scan for Speed

With OpenBook you have a choice of scanning for accuracy or scanning for speed. By default, scanning for accuracy is enabled so that the highest degree of accuracy, along with other special scanning features, are implemented.

On the other hand, scanning for speed scans the document faster, but accuracy is lost.

Only one of these features can be implemented at a time. To activate, open the Scan Menu (**ALT+S**), use the **DOWN ARROW** to select Scan for Accuracy/Scan for Speed and press **ENTER**.

Scan and Replace Current Page

CTRL+SHIFT+F4 scans a page and replaces the current page with the newly scanned page. This feature is useful when you have a document with multiple pages and want to rescan and/or replace a page while maintaining the page sequence.

Scan Preview

Use Scan Preview **(CTRL+NUM PAD 0)** to quickly scan and read the first couple of lines in a document. If you then want to fully scan the page, press **ESC, SPACEBAR**. If you want to scan and preview another page, press **CTRL+NUM PAD 0** again.

Photocopying Documents

OpenBook allows you to scan a document or image and immediately send a copy of it to your printer. Perform the following to create a photocopy:

1. Choose **Photocopy** from the **Launch** menu or press **ALT+C, P**.

2. Press **ALT+B** and specify how many copies you want to make. Then press **ALT+N** and select the printer you want to use to create the copy.

3. If necessary, activate the **Properties** button or press **ALT+P** to change the paper size, orientation, and margins.

4. Select the **Fit Printed Page** check box if you want OpenBook to resize the scanned image to take up all available space on the page. Clear this check box to print the image in its original size.

5.   Use the **UP** and **DOWN ARROW** keys to adjust the brightness of the copy in the **Brightness** edit spin box. Positive brightness values produce lighter copies. Negative values produce darker copies.

6.   Determine the color mode you want to use when scanning in the **Color Mode** combo box. Choose from colored, black and white (monochrome), or grayscale. You must have a color printer and scanner capable of scanning in color to create color photocopies.

7.   In the **Resolution** combo box, choose a scanning resolution. Higher resolutions result in more detailed images.

8.   Activate the **OK** button to begin scanning the image or document. When the scan is complete, OpenBook prints the copy using the designated printer.

Scanning from Word

You can a scan page with OpenBook while you are working in Microsoft Word. When OpenBook finishes scanning the page, it displays the text in Word. To scan a document from Word, do the following:

1.   Place the page you want to scan on your scanner.

2.   In Microsoft Word, open the **File** menu and choose **Scan Using OpenBook**.

OpenBook scans the page. When OpenBook is finished scanning, it displays the text of the page in Word.

Reading

Reading with OpenBook

Whenever you open or scan a document, OpenBook immediately begins reading aloud, highlighting every word on the screen. This highlighting, referred to as the text spotlight, helps partially sighted users visually track cursor movement while OpenBook reads the text.

This is just one of the many reading enhancements featured in OpenBook. When you start OpenBook, you are in Read-only Mode. Press the **NUM PAD ENTER** or **F12** key to toggle the read and pause feature. Use **CTRL+1** to decrease the reading speed or increase the reading speed with **CTRL+2**.

In this book we will discuss each reading feature and explain how you can optimize your reading experience.

Movement Unit

You can determine how much text is spotlighted by changing the movement unit. Your choices are word, sentence, line, or paragraph.

To change the Movement Unit:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **G** or select General Settings to open the General Settings Properties page.

3. Press **ALT+M** or click in the Movement Unit combo box.

4. When you choose the unit you want to read with, OpenBook displays the spotlight on the sample text at the right of the properties page.

5. Press the Ok button to exit this properties page.

Fast Forward and Rewind

With OpenBook, you can move quickly in a document using the Fast Forward or Rewind functions. To fast forward or rewind, you must be reading with the Say All command (**NUM PAD ENTER, F10,** or **F12**) or be skim reading using the **SHIFT+F12** command. To fast forward, press the **RIGHT SHIFT** or the **RIGHT ARROW** key. To rewind, press the **LEFT SHIFT** or the **LEFT ARROW** key. Both sets of commands work equally well. However, if you use Windows Sticky Keys, then you should use the **ARROW** keys. Otherwise, you must uncheck the Disable Sticky Key Hotkey Toggle checkbox and check the Enable Shift Keys For Fast Forward and Rewind checkbox in the Keyboard Settings Properties page in order to use the **SHIFT** keys.

To disable Sticky Keys and enable Shift keys for fast forward and rewind.

1. Press **ALT+G** or click on the Settings Menu.

2. Press **K** or select Keyboard Settings to open the Keyboard Settings property page.

3. Next, press **TAB** until you hear, "Disable Sticky Key Hotkey Toggle checkbox."

4. Press the **SPACEBAR** to uncheck the box.

5. Use the **DOWN ARROW** key to move to Enable Shift Keys For Fast Forward and Rewind checkbox.

6. Press the **SPACEBAR** to check the box.

7. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Skim Read

If you need to quickly understand the main idea of a paragraph, you will find the Skim Read feature useful. Skim Read lets you read the first and/or last sentence of each paragraph in the document. To use the Skim Read feature you must be reading with Say All (**F12**), and press **SHIFT+F12**. To stop Skim Read, press any key.

To change what is read when you use the Skim Read feature, follow these steps.

1. Press **ALT+G** or click on the Settings Menu.

2. Press **P** or select Speech Settings to open the Speech Settings property page.

3. Next, press **TAB** until you hear, "Skim Read Speaks Paragraph combo box" or press **ALT+M**.

4. Use the **UP** or **DOWN ARROW** keys to make your selection.

5. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Dictionary

You can look up a word's definition by selecting the word with either the mouse or the **SHIFT+ARROW** keys, then pressing **CTRL+D** or **F8**. When you select Dictionary, the Dictionary dialog opens, announces the selected word to be defined, and begins reading the definition. At this point, you have several controls from which to choose. Use the **TAB** key to navigate the dialog and press **ENTER** on the control that performs the particular action you want.

Spell Word

Press **CTRL+L, CTRL+F3** if you want to spell the word that the cursor is on. When you select Spell Word, OpenBook speaks the word aloud, spells it letter by letter, and then speaks it aloud again.

Spell Word Phonetically

If you need to phonetically spell out a word, place your cursor on the word and press **SHIFT+F3**. For example, the word cab is spelled as Charlie, Alpha, Bravo, etc.

Pronunciation Dictionary

OpenBook's Pronunciation Dictionary can correct the pronunciation of a word or combination of letters.

Using the Pronunciation Dictionary:

1.   From the Advanced Menu, select Pronunciation Dictionary (**ALT+T**, **N**).

2. When the Pronunciation Dictionary dialog opens, your cursor is in an edit field. Type the word that is mis-pronounced. Do not use any spaces and/or punctuation as you type.

3. Press **TAB** to move to the Pronunciation edit box. Type how the word is pronounced. Pronunciations can include spaces as this helps with stressing the correct syllable and with the pronunciation of vowels.

4. Next, press **ALT+L** to move to the field containing the list of all the words in the pronunciation dictionary. Press the **DOWN ARROW** key or the first letter of the mispronounced word to move to the word in the list.

5. If the word is case sensitive, **TAB** to the Case Sensitive checkbox and press the **SPACEBAR** to place a check in the box. For example, you might want OpenBook to pronounce the text string "pa" as the word "pa" when the letters are not capitalized, but to say the individual letters, "P" "A", when they are capitalized. You would type the upper-case letters "PA" in the Word field, type the letters "P" and "A" (upper- or lower-case) in the Pronunciation field, and check the Case Sensitive box.

6. Press **ALT+T** to hear the original word and the replacement word. You can use the Test button to test a word and its correction before you add it to the list.

7. Press **ALT+A** to add the word and its pronunciation to the word list.

8. Press **ALT+D** to delete a word and its pronunciation from the word list.

9. Press **ALT+P** to have OpenBook apply the pronunciation to the open document.

10. Press **ALT+C** to close the Pronunciation Dictionary dialog and return to your document.

Thesaurus

You can look up a word's synonym or antonym by selecting a word with either the mouse or the **SHIFT+ARROW** keys, then pressing **CTRL+T** or **SHIFT+F8**. When you select Thesaurus, OpenBook opens the Thesaurus dialog, announces the selected word, lists the synonyms, and begins reading the list of synonyms in the Synonyms field. At this point, you have several controls from which to choose. Use the **TAB** key to navigate the dialog and press **ENTER** on the control that performs the particular action you want.

Page Scrolling

To control the upward movement of a page as the reading cursor reaches the bottom of the page, go to the View Menu (**ALT+V**), navigate the menu and press **ENTER** or click on Page Scrolling. Next, press **ENTER** on one of the three options: One line, 1/2 screen, or 3/4 screen.

Extra Pause After Each Sentence

If you need extra time to absorb the information that you are reading with OpenBook, then adding an extra pause after each sentence may be helpful.

To adjust the time used in each pause, follow these steps.

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings property page.

3.   Next, press **TAB** until you hear, "Extra Pause After Each Sentence combo box" or press **ALT+X**.

4.   Use the **UP** or **DOWN ARROW** keys to your selection.

5.   Last, if you want to make more setting changes, press
      ALT+A or **TAB** to the Apply button and press the
      SPACEBAR. Or, exit this properties page by pressing
      ENTER.

Hide Spotlight for Braille Tracking

For those who read using a refreshable Braille display, this
item should be activated because the text spotlight
decreases the responsiveness of refreshable Braille devices.

To activate Hide Spotlight for Braille Tracking:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General
      Settings property page.

3.   Next, press **TAB** until you hear, "Hide Spotlight for
      Braille Tracking checkbox" or press **ALT+H**.

4.   If necessary, press the **SPACEBAR** to place a check in
      the box.

5.   Last, if you want to make more setting changes, press
      ALT+A or **TAB** to the Apply button and press the
      SPACEBAR. Or, exit this properties page by pressing
      ENTER.

Navigating Documents

Bookmarks

OpenBook allows you to insert an unlimited amount of bookmarks anywhere in a document. Serving as placeholders, bookmarks let you easily locate information previously viewed. When you use the Bookmark feature, OpenBook inserts a numbered bookmark at the current cursor position in the open document. Each bookmark is numbered and is linked to the word at its right.

Bookmarks are announced with the Emphasis Voice. Please refer to Emphasis Voice in the Book, Adjusting the Speech.

You add, rename, delete, or go to specific bookmarks from the Bookmarks dialog.

When adding Bookmarks, first place your cursor in your document where you want to insert the bookmark. Then open the Bookmarks dialog by pressing **F9** and **TAB** to the **Add** button. Press **SPACEBAR** to open the Add Bookmark dialog and type a name for your bookmark in the Bookmark Name edit box. Press **ENTER** to activate the Ok button and close the dialog.

To rename a bookmark, open the Bookmarks dialog, use the **UP** or **DOWN ARROW** key to locate the bookmark in the list, and **TAB** to the Rename button. Press **SPACEBAR** to open the Rename Bookmark dialog and type a new name for your bookmark in the Bookmark Name edit box. Press **ENTER** to activate the Ok button and close the dialog.

To delete a bookmark, open the Bookmark dialog, use the **UP** or **DOWN ARROW** key to locate the bookmark in the list, and **TAB** to the Delete button. Press **SPACEBAR** to open the Delete Bookmark dialog. When asked to confirm the deletion, press **ENTER** to activate the Yes button or press **TAB**, then **ENTER** to activate the No button.

Tip: Rather than use the delete button in the Bookmark dialog, it is easier to place your cursor to the right of the Bookmark and press the **BACKSPACE** key or **CTRL+SHIFT+F9**.

To go to a specific bookmark, open the Bookmarks dialog, use the **UP** or **DOWN ARROW** key to locate the bookmark in the list, and press **ENTER** to activate the Go To button.

You may also change how your bookmarks are sorted. To do this, press the **TAB** key until you hear Sort by Name radio button. Next, use your **UP** or **DOWN ARROW** key to make your selection. Your choices are Sort by Name or Sort by Location.

To have OpenBook announce each Bookmark while it is reading the document, you must go to the General Settings Properties page and place a check in the Announce Bookmarks checkbox.

1. Press **ALT+G** or click on the Settings Menu.
2. Press **G** or select General Settings to open the General Settings properties page.
3. Press **TAB** until you hear, "Announce Bookmarks checkbox."
4. Press the **SPACEBAR** to check the box.

5.   Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Find

The Find feature is a very handy tool that lets you search for a word or phrase within an open document quickly. When you press **CTRL+F**, OpenBook launches the Find dialog with the cursor in the Find What edit box. Type in the word or phrase you want to find. Use the **TAB** key to navigate the dialog. Other controls in this dialog that are available are Find Whole Words Only, Match Case, and Search Direction.

When you are ready, press **ENTER** on the Find Next button. When OpenBook has found the word or phrase, press **ENTER** on the Read Sentence button. This reads the sentence that contains the words you are seeking.

Find and Replace Text

The Find, Replace menu item **(CTRL+H)** is similar to the Find feature in that it searches for words or phrases within a document, but it has the additional feature of replacing words or phrases with alternative text. Its dialog is similar to the Find dialog but has two additional buttons. The Replace button, which replaces one instance of the word or phrase and the Replace All button, which replaces all instances of the word or phrase in the document.

Go To Page

When you want to go to a specific page in the open document, press **CTRL+G** to open the Go To Page dialog. Type the number of the page you want. Press **ENTER** and OpenBook takes you to the top of the page whose number you have specified. If the document does not contain the requested page, OpenBook takes you to the nearest page, which will be the first or last page in the document.

Book 10
Page Layout

OpenBook provides you with the ability to hear as well as see how a page is laid out. This is useful because information about the structure of a document helps you understand how each element relates to one another. Page elements are headers, footers, columns, headings, text blocks, tables, and pictures. To use any of the page layout features, you must scan with the page layout elements control enabled.

To enable Scan with Page Layout Elements:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **C** or select Scanning Settings to open the Scanning Settings Properties page.

3. Press **TAB** until you hear Scan with Page Layout Elements then press **SPACEBAR** to place a check in the box.

4. Press the Ok button to save your changes and exit this properties page.

The page layout features are: Start Page Description, Guided Page Layout Mode, Explore Page Layout Mode, Announce Page Layout Elements, and Move to Next/Previous Element.

Note: For instructions on using Announce Page Layout Elements, please see the Book, Adjusting Speech.

To hear a description of what page elements are used in a document, press **CTRL+SHIFT+Y** or **ALT+T, T**.

If you want to hear and see how a page is laid out and what page elements are used, you should choose either Guided Page Layout Mode or Explore Page Layout Mode. Both modes, available in Exact View and in Text View, are essentially the same in that they both use the mouse to spotlight an element while OpenBook describes that element to you. The main difference between each mode is that Guided Mode automatically moves your mouse about the page, while Explore Mode lets you to move your mouse to "explore" the page.

To use Guided Page Layout Mode, press **CTRL+SHIFT+F5** or go to the Tools Menu (**ALT+T**) and press **G**.

For Explore Page Layout Mode, the command is **CTRL+SHIFT+ENTER** or **ALT+T, X**.

To move to the next or previous page layout element in the document, press **CTRL+SHIFT+DOWN ARROW** or **UP ARROW**. OpenBook announces the type of element you have moved to. You can use the following keystrokes to specify that you want to move through only elements of a certain type when using this command:

- **CTRL+SHIFT+A** - All page layout elements
- **CTRL+SHIFT+D** - Headers
- **CTRL+SHIFT+C** - Columns
- **CTRL+SHIFT+H** - Section headings
- **CTRL+SHIFT+B** - Text blocks
- **CTRL+SHIFT+P** - Pictures
- **CTRL+SHIFT+N** - Captions
- **CTRL+SHIFT+T** - Tables
- **CTRL+SHIFT+O** - Footers

When you start OpenBook, you are in Read-only Mode by default. All of OpenBook's editing features are only available in Edit Mode. To switch to Edit Mode press **CTRL+E** or if you prefer, change the default setting so that OpenBook always starts in Edit Mode**.** In Edit Mode you still retain all of your scanning features.

To always start in Edit Mode:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **G** or select General Settings to open the General Settings property page.

3. Press **ALT+E** or click on Always Start In Edit Mode to place a check in the box.

4. Press **ENTER** or click **OK** to apply your changes and close this dialog.

5. Open the Settings Menu again (**ALT+G**) and choose Save the Settings (**S**).

6. In the Save Settings dialog, press **ENTER** to make the changes part of the default settings. For more information on this feature, please see the book, Using Setting Files.

Note: Edit Mode is only available with Text View selected. To switch to Text View, press **CTRL+SHIFT+V**.

Basic Editing Commands

Although OpenBook is primarily a scanning and reading software, it does include most of the commonly used editing features associated with other popular word processing software. You can find many of these features in the Edit Menu.

Undo

The Undo feature (**CTRL+Z**) is very handy for undoing the last command you performed. Unlike many word processing applications, this feature only reverts one command at a time.

Cut

To cut selected text from a document and copy it to the OpenBook clipboard, press **CTRL+X**. To select text, hold the **SHIFT** key down while pressing the **ARROW** keys, or use the mouse to highlight the text.

Copy

Copying selected text places it on the clipboard without removing it from the document. Once you have selected the text you want to copy, press **CTRL+C.** You can then paste the text into another part of the open document, into a new OpenBook document, or into another application such as Microsoft Word.

Paste

Choose Paste when you want to insert text from the Microsoft Windows clipboard into your document. Find the location where you want the text inserted, then press **CTRL+V**. The text is then inserted into the document.

Delete

Unlike cutting selected text from a document, deleting does not copy the text to the Microsoft Windows clipboard. Once you use the **DEL** key, the selected text is permanently deleted and cannot be pasted. Press **CTRL+Z** to undo the delete.

Select All on Current Page

This item selects all text in Read-only Mode and in Edit Mode. The shortcut key for Select All is **CTRL+A**.

Renumber Pages

This feature allows you to change the page numbers of an open document, as well as, maintain the original page numbering in a scanned document.

To renumber pages:

1. From the Edit Menu, select Renumber Pages or press **ALT+E, A**.

2. OpenBook brings up the Renumber Pages dialog and places your cursor in an edit field.

3. OpenBook prompts you with the current page number and asks you for the new number you want to assign to that page. Type in a number, then press **ENTER**, or **TAB** to the Ok button.

4. You can cancel the operation at any time by going to the Cancel button or by pressing the **ESC** key.

Be sure to give each succeeding page a new number larger than the page numbers before it. For example, you could have a 3-page document that you renumber as pages 10, 20, and 30, but you can't renumber the pages as 20, 30, and 10. If you type in a number that breaks this rule, OpenBook will prompt you to enter a valid number.

You can revert back to OpenBook's original page numbering sequence at any time by checking the box called Revert to original page numbers. Press the **SPACEBAR** to put a check in this box, then press **ENTER**.

Insert Page Break

When you need to insert a page break in your document, place your cursor on the line where you want the break to occur then press **CTRL+ENTER.** OpenBook inserts a page break immediately before the current line of the document. The text after the inserted page break becomes the beginning of the new page; the text before the inserted page break becomes the end of the previous page.

Delete Page Break

To use this feature, move your cursor to the bottom of the first of the two pages. Go to the Edit Menu (**ALT+E**). Use your **UP** or **DOWN ARROW** keys to move to the Delete Page Break menu item and press **ENTER**. Or you can simply press **CTRL+SHIFT+DELETE** from within the document.

Move Page

When you need to move the current page to another location in a document select Move Page from the Edit Menu.

To move a page:

1. Press **ALT+E, M** to select the Move Page item.
2. In the Move Page dialog, use the **TAB** key to move about the different controls in the dialog.
3. On the button controls press **ENTER.**
4. In the edit box, type the page number that you want to move the current page to. Or, type +2 or –2 to move forward or back 2 pages. Once OpenBook moves the page, it tells you the current page's new page number and the other pages in the document are renumbered to accommodate the moved page.

Delete Current Page

Select this menu item to delete the page your cursor is on. When you delete the current page, OpenBook opens a dialog warning you that page deletion cannot be undone, and asks you to confirm the deletion. **CTRL+DELETE**

Strip Headers and Footers

Sometimes, it maybe helpful to remove the header and/or footers from your scanned documents especially when you are reading.

Before you can apply this feature you must first scan your document with Scan with Page Layout Elements enabled.

To enable Scan with Page Layout Elements:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.
2. Select the Scan with Page Layout-Elements check box.

3. When you enable this item, a dialog displays telling you that Keep Exact View is automatically enabled as well. Press **ENTER** to close this dialog.

4. Press **SPACEBAR** on the **OK** button to apply your settings and close the OpenBook Settings dialog.

5. Now you are ready to scan your document. Press **SPACEBAR** or **F4**.

After you scan a document with page layout elements, you can then strip the headers and footers. From the Edit Menu (**ALT+E**), choose Strip Headers/Footers. Choose whether to remove the header, footer, or both by selecting the appropriate check boxes. Press **ENTER** to remove the headers/footers from the Text View and close the dialog. This does not remove the headers/footers from the Exact View image.

Spell Check

You can check the spelling of a specific word, or of all the words in a document. If a word is spelled correctly, but not recognized, you can add the word(s) to OpenBook's dictionary. In order for Spell Check to work you must be in Text View (**CTRL+SHIFT+V**). To check the spelling in a document, press **CTRL+K** or **F7**. OpenBook verifies the spelling of each word by comparing them to its dictionary.

Once the spell check is done, a dialog opens and words that are not recognized or are identified as misspelled appear in the Word Not Found box. At this point, you have several options to choose from. Use the **TAB** key to navigate the dialog and press **ENTER** on the control that performs the particular action you want. When you encounter a combo box, use the **UP** or **DOWN ARROW** keys to make your selection.

Word Count

Press **SHIFT+F7** when you want to know the number of words in a document.

OCR Correction

Use the OCR Correction feature to correct any words that OpenBook's OCR engine does not correctly identify.

To use OCR Correction follow, these steps:

1. Press **ALT+A**, **O** to launch the OCR Correction dialog.

2. When the OCR Correction dialog opens the Word list box is active. Type the first letter of the mis-identified word then use your **UP** and **DOWN ARROW** keys to find the word.

3. If the word is not found in the list, press the **TAB** key to move to the mis-identified word edit box and type in the word as it appears in the document. OpenBook's OCR Correction feature only recognizes for whole words and punctuation. Do not use spaces.

4. Press **TAB** to move to the next edit box. In this field enter the word the way OpenBook should have recognized it. Corrections can include spaces.

5. If the OCR correction is case sensitive, **TAB** to the Case Sensitive checkbox and press the **SPACEBAR** to place a check in the box.

6. Press **ALT+T** to hear the original word and the replacement word. You can use the Test button to test a word and its correction before you add it to the list and for word already in the list.

7. Press **ALT+A** to add the word and its correction to the word list.

8. Press **ALT+D** to delete a word and its correction from the word list.

9. Press **ALT+P** to have OpenBook apply corrections from its list to the open document.

10. Press **ALT+C** to close the OCR Correction dialog and return to your document.

You can have OCR corrections applied to every document that you scan. Go to the Scanning Settings Properties page (**ALT+G, C**), press **ALT+O** to place a check in this box. Use the **TAB** key to move to the Apply button and press **SPACEBAR**. Last, press **ENTER** to close this page.

Book 12
Managing Files

Most of the routine tasks of managing and maintaining your document files can be accessed directly from the File Menu (**ALT+F**).

If you sign in as an individual user, OpenBook uses C:\OpenBk7\Users\default\Library as the default file location.

If you have signed in using the Multi-user feature, OpenBook creates an individual subfolder in your name. In this case, the location that your files are saved in is: C:\OpenBk7\Users\username\Library.

If it is more convenient for you to save or open your files in a location other than the Library, follow these steps:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings properties page.

3.   Press **ALT+C** or click on Default File Location to place your cursor in the edit box.

4.   Type the new default location.

5.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

OpenBook has its own file format called ark, which is the default file format whenever you open or save a file. If you want a different file format set as the default file type, you must change the setting in the General Settings properties page.

To change the default file format setting:

1.   Press **ALT+G** or click on the Settings Menu.

2.   Press **G** or select General Settings to open the General Settings properties page.

3.   Press **TAB** until you hear Default File Format or press **ALT+F** to activate the combo box. Use the **UP** or **DOWN ARROW** keys to select the file type you want set as the default.

4.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Basic File Operations

Creating a New File

Select this menu item to create a new file. When you select New, OpenBook creates a new untitled document file. The shortcut key for this item is **CTRL+N**.

Opening a File

When you select Open, OpenBook opens a dialog called, "Select a File to Open." The dialog contains a list of available files. Use **TAB** and **SHIFT+TAB** to move from field to field, and the **UP** and **DOWN ARROWS** to move from item to item within a field. When you locate the file you want to open, press **ENTER.**

To open a file:

1. Press **CTRL+O** to open the Select a File to Open dialog.

2. When the "Select a File to Open" dialog opens, the File Name edit box is active. Press **TAB** to move to the Files of Type combo box and use the **ARROW** keys to select the format of the file you want to open.

3. Next, press **SHIFT+TAB** twice to move to the files List View.

4. Use the **UP** or **DOWN ARROW** key to navigate the List View to find the file or folder you want to open. When you have found it, press **ENTER**.

5. If you cannot find the file or folder in the List View, you may want to look in the Tree View. Press **SHIFT+TAB** to move to the Look in combo box.

6. Use your **UP ARROW** key to navigate the Tree View. As you move to each folder, it opens automatically revealing its contents in the List View below.

7. After you have selected the file format, found the folder, and selected the file you want to open, press **TAB** to move to the Open button and press **ENTER**.

Recently Opened Files

OpenBook lists the last five files you have opened on the **File** menu. To access a recently opened file, press **ALT+F** to display the **File** menu and then press a number between **1** and **5** on the numbers row. Pressing **1** opens the most recent file, pressing **2** opens the second most recent file, and so on. Use the **ARROW KEYS** to move through the menu if you want to hear the names of each recently opened file.

Opening Files with the Freedom Import Printer

The Freedom Import Printer allows you to import graphics based text into OpenBook. Once imported, you can read the text with the same keystrokes used with other scanned text. If you set OpenBook so that Keep Exact View is enabled (**ALT+G, C, ALT+V**), you can then view the pages in their original form.

Note: Importing an unsupported file format will only work if you have the associated application installed on your computer.

There are two methods that you can use to open unrecognized files.

The first method is to open the file (**CTRL+O**) within OpenBook.

Note: Be sure to select the file format you are trying to open from the Files of Type combo box. This allows you to view the file in the file/folder list view.

OpenBook will launch the associated application, which in turn sends an image of the file to OpenBook's OCR where it is recognized and displayed as text. Once the text is displayed in OpenBook, the associated application will close. If you want to keep the exact image, you must enable the Keep Exact View checkbox in the Scanning Settings Properties page.

The second method is to open the file with its associated application and depending on the application, select either the Print, Print Setup, or Print Properties dialog. In the printer name combo box, choose Freedom's Import Printer as your printer. Press the Print button. If OpenBook is running, the text of the file will display in OpenBook. If OpenBook is not running, pressing the print button will launch OpenBook displaying a new document with its text.

Closing a File

When you close a document, OpenBook prompts you to save the document if you have made editorial changes. The shortcut keys for this item are **CTRL+W** or **CTRL+F4.**

Saving a File

This menu item saves the current document in the default location or in the folder from which you opened the document. The shortcut key is **CTRL+S.**

Save As

This menu item allows you to save the current document under a new name, in a different file format, and in a different folder. Other supported file formats include Word, WordPro, WordPerfect, and HTML.

To Save As:

1.　　Press **ALT+F** to open the File Menu.

2.　　Use your **UP** or **DOWN ARROW** key to navigate to Save As and press **ENTER** to open the Save As dialog.

3.　　When the Save As dialog opens, the File Name edit box is active. So if you want to name or rename your file, just type in the new name.

4. If you want to save the file in a different folder, press **SHIFT+TAB** to move to the files List View.

5. Use the **UP** or **DOWN ARROW** key to navigate the List View and press **ENTER** when you find the folder where you want to save the file.

6. If you cannot find the file or folder in the List View, you may want to look in the Tree View. Press **SHIFT+TAB** to move to the Look in combo box.

7. Use your **UP ARROW** key to navigate the Tree View. As you move to each folder, it opens automatically revealing its contents in the List View below.

8. Press **TAB** to move to the Files of Type combo box and use the **ARROW** keys to select the file format you want to save.

9. After you have named your file, found the folder, and selected the file format you want to save to, press **TAB** to move to the Ok button and press **ENTER**.

Creating a New Folder

Since the Open, Save As, Save Pages, and Save to Audio items have the same dialog features, you can create a new folder anytime you select these items.

To create a new folder:

1. Press **ALT+F** to open the File Menu.

2. Use your **UP** or **DOWN ARROW** key to navigate to any of the following items: Open, Save As, Save Pages, and Save to Audio.

3. When the dialog opens, press **ALT+F** to activate the New Folder button.

4. A new folder is created in the List View of the dialog. Type the name of the new folder.

5.　　Press **ENTER** twice to open the new folder.

Save Pages

CTRL+SHIFT+S is the command that allows you to save either the current page or a range of pages in the open document. This item is useful when you scan pages of mail or other items to selectively save only the pages you want to keep. You can save just the page your cursor is on, or you can specify a range of pages to save.

To save pages:

1.　　From the File Menu, choose Save Pages (**ALT+F**, then **G**).

2.　　The Save Pages dialog opens with Save Current Page radio button checked. If you want to save only the current page, press **ENTER**. OpenBook takes you to the File Open dialog and prompts you for a file name.

3.　　If you want to save a range of pages, press the **DOWN ARROW** once to check the Save Page Range radio button and activate the edit box. Type in the range of pages you want to save, for example, 2-6 or 2,3,4. Once you have entered a valid range, press **ENTER** or press **TAB** to go to the Ok button, then press **ENTER**. OpenBook will take you to the File Open dialog and prompt you for a file name. You can cancel the operation at any time by going to the **CANCEL** button or pressing **ESC**.

Note:　　If you have used the Renumber Pages function to change the number sequence in your document, you must specify the revised page numbers in the Save Pages dialog.

Saving to Audio

If you own an audio player that will play .wav or mp3 files you will want to use this feature. Save to Audio converts OpenBook supported files into .wav or .mp3 file formats.

Note 1: If you are using RealSpeak as the reading voice synthesizer, the audio file that you create may not sound the same as it did when you read the file in OpenBook. The Save to Audio feature is not currently configured to use RealSpeak. OpenBook will use ViaVoice instead.

Note 2: Using an external synthesizer such as DECtalk Express or DoubleTalk to save an audio file, may result in unpredictable speech output through the sound card and speakers.

To save to audio:

1. Open or scan the file you want to save as audio.

2. Press **ALT+F** to open the File Menu.

3. Use your **UP** or **DOWN ARROW** key to navigate to Save to Audio and press **ENTER** to open Save Pages dialog.

4. If you just want to save the current page, press the **TAB** key to move to the Ok button and press **ENTER**.

5. If the document you opened is large and you are saving a range of pages, use your **DOWN ARROW** key to select Save Page Range.

6. Press **TAB** to move to the Page Range edit box and type in the page numbers. You can use dashes or commas between each number.

7. If you want to save the entire audio file as one file, press the **TAB** key to move to the Save Range as a Single File checkbox and press **SPACEBAR** to place a check in this box. Leaving this box unchecked saves each page as a separate file.

8. Press the **TAB** key to move to the Ok button and press **ENTER**.

9. When the Save to Audio dialog opens, the File Name edit box is active. Type a name for the file in this edit box.

10. Press **TAB** to move to the Files of Type combo box and use **ARROW** keys to select the file format.

11. If you want to save the file in a different folder, press **SHIFT+TAB** twice to move to the files List View.

12. Use the **UP** or **DOWN ARROW** key to navigate the List View and when you find the folder where you want to save the file, press **ENTER**.

13. If you cannot find the file or folder in the List View, you may want to look in the Tree View. Press **SHIFT+TAB** again to move to the Look in combo box.

14. Use your **UP ARROW** key to navigate the Tree View. As you move to each folder, it opens automatically revealing its contents in the List View below.

15. When you have found the folder where you want to save the file, press **TAB** to move to the Save button and press **ENTER** to begin the text to audio conversion. This may take a few minutes depending on the size of the file. To cancel the process, press **ENTER** again.

Note: If you attempt to save an audio file with the same name as an existing file, OpenBook adds 01 to the end of the filename. OpenBook does not overwrite the existing file.

Document Properties

Select this item to view specific information about the open document. **CTRL+R**

Recently Opened Files

This convenient Windows feature lists recently opened files (numbered 1 through 5) so you can easily access the files you worked with last. To open the file you want either select the file and press **ENTER**, or press the number and then **ENTER.**

Importing and Exporting Braille Files

When exporting files to .brf or .brl format OpenBook translates in grade 2 Braille using the same page and line break as in the original file. By default, there are 25 lines per page and 40 cells per line. Braille files (.brf, .brl) are imported as text files.

Currently, emphasized text (bold, italic, underline) is not imported into text files, but is maintained when exporting .brf or .brl files.

To import or export Braille files, press **ALT+F, B**. This opens the Braille submenu, which has two options: Import a Braille File to Text Format and Export the Current File to Braille Format.

To access files on your notetaker, please see the Book, Using Your Notetaker.

Using the Library

The Library is an easy to use system for storing your documents. It uses the metaphor of documents and categories rather than the Windows® files and folders metaphor. It is easy to use because it accesses a document management system within OpenBook that has several predefined categories in which you can store your documents. So if you are not yet comfortable with the Windows environment, we recommend you use the friendly environment of the OpenBook Library. To access the Library, press **ALT+F, L**.

Library submenu:

Read a Document - This option allows you to open a document for reading.

Create a New Document - This option allows you to create a new document, save it to a library category, and then scan pages into it.

Close Document - This option allows you to close the document you are currently reading. If you have made changes, you will be prompted to save your document.

Save Document - This option allows you to save the document you are currently reading without closing it.

Convert Document – Select Convert Document when you want to convert an OpenBook document format into a word processing, an ASCII, a spreadsheet, or an HTML format.

Delete a Document - This option allows you to delete a document.

Create a New Category - This option allows you to create and name new categories.

Delete a Category - This option allows you to remove categories that are obsolete. However, you will not be able to delete a category until you have deleted all documents inside that category. OpenBook will ask you to verify your deletion.

Read a File – Select this option when you want to open and read a word processing, ASCII, or spreadsheet file. Once you select Read a File, you enter the standard Windows® environment. This environment allows access to all available files on your hard drive. To open a file to read, please refer to the topic, Opening a File, found in this book, Managing Files.

Low Vision Features

Masking

Available in Read-only Mode with Text View, Masking emphasizes the text you are reading by shading the text you are not reading. With Masking, you have four options: Line Masking, Sentence Masking, Paragraph Masking, and No Masking.

To use Masking:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **M** or select Masking Settings to open the Masking Settings Properties page.

3. Press **TAB** to move to the Masking Increments. Use the **UP** or **DOWN ARROW** key to select one of the four options: No Masking, Sentence, Line, and Paragraph.

4. If you selected Sentence, Line, or Paragraph, press **TAB** to move to the Text Slider control. Use the **ARROW** keys to lighten or darken the text on the page.

5. Press **TAB** again to move to the Background Slider control. Use the **ARROW** keys to lighten or darken the background color on the page.

6. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Show Exact View

Pressing **CTRL+SHIFT+V** toggles between the default Text View and the Exact View. Exact View is the scanned page displayed exactly as the original document. In this view, you can: read the page, change background and text colors, use the dictionary and spelling tools, control the zoom feature, and use the Text Window. Show Exact View is only available for scanned documents and if you have activated Keep Exact View in the Scanning Settings properties page of the Settings menu.

To enable Keep Exact View:

1. Press **ALT+G** or click on the Settings Menu.
2. Press **C** or select Scanning Settings to open the Scanning Settings property page.
3. Press **ALT+V** or click on Keep Exact View to place a check in the box.
4. Press Ok button to exit this properties page.

To change background and text colors, you must go to the Visual Settings Properties page in the Settings Menu.

Text Window

In Exact View you can open a Text Window that displays the spotlighted text. This feature is very handy for brochures, flyers, etc. where pictures and text tell the story, but word recognition is difficult for the reader. You can change the font size, type, character spacing, and color of the text. You can also change the background color of the Text Window.

To change Text Window elements:

1. Press **ALT+G** or click on the Settings Menu.

2. Press **V** or select Visual Settings to open the Visual Settings property page.

3. Press **TAB** or click on any of the controls and make the changes necessary for reading.

4. Press the Ok button to exit this properties page.

Zoom Exact View

You can change the zoom of a scanned page displayed by selecting one of the ranges on the Zoom Submenu. The ranges are from 25% of normal size to 800% of normal size. To use this feature you must display the document in Exact View. You find the Zoom Exact View in the View Menu (**ALT+V**).

Delete Exact View

Since Exact View makes your files bigger, you may want to save hard disk space by deleting the Exact View of the file after you are done using it.

From the Edit Menu, select Delete Exact View (**ALT+E, X**). OpenBook asks you to confirm the deletion as this command deletes the Exact View from all pages in the open document, not just the current page.

Printing

The option to print your files is important to your productivity. Regardless of your task, having your information in hard copy allows for easy access and reference.

There are two ways to launch the print dialog. The easy way is to press **CTRL+P** from within any document. The other way is to open the File Menu (**ALT+F**) and select Print (**P**). Unless you want to change print parameters or you have more than one printer installed on your computer, you can immediately press **ENTER** or select the Ok button to print a single copy of your document.

Number of Copies

Unless you specify the number of copies printed, OpenBook will only print one copy of a document.

To print more than one copy of a document:

1.   Press **CTRL+P** to open the Print dialog.

2.   Press **TAB** until you hear "Number of copies one."

3.   Use your **UP** or **DOWN ARROW** keys to increase or decrease the number of copies to be printed.

4.   Once you have selected your number, you can change more print parameters or press **TAB** to move to the Ok button, then press **ENTER** to print your document.

Selecting a Print Range

The Print Range area of the Print dialog is composed of three radio buttons: All Pages, Selected Text Only, and Pages from:_ to:_. Unless you specify a print range, OpenBook will print all pages contained with in a document.

To specify a Print Range:

1. Press **CTRL+P** to open the Print dialog.

2. Press **TAB** until you hear "All Pages checked."

3. Use your **UP** or **DOWN ARROW** keys to make your selection. If you choose Pages from:_ to:_, be sure to **TAB** to the Edit boxes and type in a number.

4. Once you have selected your new page range, you can change more print parameters or press **TAB** to move to the Ok button, then press **ENTER** to print your document.

Changing Print Font

In the Print dialog there is a Print Font area, which has two radio buttons: Print using default font, and Print as displayed. When installed OpenBook's default font is Arial 14 point.

To change the print font from default to as displayed:

1. Press **CTRL+P** to open the Print dialog.

2. Press **TAB** until you hear "Print using default font."

3. Use your **UP** or **DOWN ARROW** keys to move between each radio button.

4. Once you have selected how you want your document to print, you can change more print parameters or press **TAB** to move to the Ok button, then press **ENTER** to print your document.

To change the default print font:

1. Press **ALT+G** or click on the Settings Menu.
2. Press **G** or select General Settings to open the General Settings Properties page.
3. Press **TAB** until you hear, "Default Print Font Name."
4. Use your **UP** or **DOWN ARROW** keys to select your new default printer font.
5. Press **TAB** to move to the Default Print Font Size combo box.
6. Use your **UP** or **DOWN ARROW** keys to select your new default font size.
7. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

To change the display font:

1. Press **ALT+G** or click on the Settings Menu.
2. Press **V** or select Visual Settings to open the Visual Settings Properties page.
3. Press **TAB** or click on any of the controls and make the changes necessary to the display font.
4. Press the Ok button to exit this properties page.

Changing Printers

If multiple printers are installed on your computer, then OpenBook uses the same default printer designated in Windows.

While OpenBook's Print dialog allows you to change printers, it does not allow you to change the default printer.

To change printers:

1. Press **CTRL+P** to open the Print dialog.

2. Press **ALT+N** to move to the Name combo box. This edit box lets you select a different printer. Use your **UP** or **DOWN ARROW** keys to select another printer.

3. Press **ENTER** or select the Ok button to print your document.

Page Orientation

The Orientation area of the Print Setup dialog is composed of two radio buttons: Portrait and Landscape.

To change the page orientation:

1. Press **CTRL+P** to open the Print dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the Print Setup dialog.

3. Next, press **TAB** until you hear "Page Orientation." Use your **UP** or **DOWN ARROW** keys to make your selection.

4. Once you have selected the page orientation, you can change more print parameters or press **ENTER** to return to the Print dialog.

5. To print your document, press **TAB** to move to the Ok button, then press **ENTER** to start the print job.

Choosing Paper Size

The default paper size setting for OpenBook is 8.5 x 11 inches.

To choose another paper size:

1. Press **CTRL+P** to open the Print dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the Print Setup dialog.

3. When this dialog opens, your cursor is in the Paper Size edit box. This edit box lets you select a different paper size. Use your **UP** or **DOWN ARROW** keys to make your selection.

4. Once you have selected your new page size you can change more print parameters or press **ENTER** to return to the Print dialog.

5. To print your document, press **TAB** to move to the Ok button, then press **ENTER** to start your print job.

Selecting a Paper Source

If your printer has more than one paper tray or a manual feed, use this combo box to select the tray you want your printer to use when you print your document.

To select a paper source:

1. Press **CTRL+P** to open the Print dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the Print Setup dialog.

3. Next, press **TAB** until you hear "Paper Source." Use your **UP** or **DOWN ARROW** keys to make your selection.

4. Once you have selected the paper source, you can change more print parameters or press **ENTER** to return to the Print dialog.

5. To print your document, press **TAB** to move to the Ok button, then press **ENTER** to start your print job.

Setting Page Margins

Page margins can only be set using inches. When you install OpenBook, the default margin set for the top, bottom, left, and right page edge is 1 inch.

To set page margins:

1. Press **CTRL+P** to open the Print dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the Print Setup dialog.

3. Next, press **TAB** until you hear "Left Margin." In the edit box, type in the number you want to set for the left margin.

4. Press **TAB** to move to the Right Margin edit box and type the number you want set for the right margin. Repeat this step if you want to set the top and bottom margins.

5. Once the margins are set, you can change more print parameters or press **ENTER** to return to the Print dialog.

6. To print your document, press **TAB** to move to the Ok button and press **ENTER** to start the print job.

OpenBook allows you to send and receive faxes just like a stand-alone fax machine. You can send either exact copies of documents, or OpenBook can recognize the text and send text-only versions of documents. To send a fax, choose **Fax** from the **Launch** menu. To enable OpenBook to receive faxes, or to establish your fax preferences, choose **Fax Settings** from the **Settings** menu.

Sending Faxes

OpenBook allows you to fax your documents to anyone with a fax machine or computer capable of receiving faxes. Perform the following to send a fax:

1.   Choose **Fax** from the **Launch** menu, or press **ALT+C, F**

2.   To send a saved OpenBook document as a fax, choose **Create Fax** or press **C**.

      OR

      To send the currently active OpenBook document as a fax, choose **Send Current Document** or press **D**.

3.   Enter the name of the person you want the send the fax to in the **Send To** edit box. If you have already sent a fax to this person, type all or part of the name and press **ALT+K**. Use the **ARROW** keys to select the appropriate person and then press **ENTER**. OpenBook inserts the fax number and cover page information you used for the last fax you sent this person.

4. Enter the recipient's fax number in the **Fax Number** edit box.

5. To include a cover page with your fax, select the **Include Cover Page** check box. The cover sheet includes recipient information (name, title, company, etc.), sender information (name, company, etc.), the subject of the fax, and any additional comments.

6. If you include a cover page, enter the title and company of the recipient.

7. If you include a cover page, enter a descriptive title for the fax in the **Subject** edit box.

8. Enter any additional comments you want to make concerning the document in the **Comments** area. This information prints out on a separate cover page when the fax is received.

9. If you want to scan a new document and add it to the document you intend to fax, insert a page into your scanner and activate either the **Scan Only** or **Scan and Recognize** button. Activating the **Scan Only** button allows you to send the exact view of the document, including all original images, page layout elements, fonts, styles, and formatting. If you activate the **Scan and Recognize** button, OpenBook creates a text-only version of the document with no images or special formatting. This allows you to send just the text of the document as a fax.

10. If you want to add an existing OpenBook document to the fax, activate the **Add Document** button. Select a saved document. OpenBook adds the new content to the end of the active document.

11. Once you are satisfied with the content of the fax, activate the **Send Fax Now** button. OpenBook dials the number you specified in the **Recipient Fax Number** edit box and attempts to send the fax. You can click the **Abort Fax Call** button to hang up during a call.

Fax Settings

Choose **Fax Settings** from the **Settings** menu or press **ALT+G, F** to set up your fax preferences.

Sender Information

Enter the name, company name, fax number, and telephone number you want listed whenever you send a fax. This information will be printed on your cover pages if you choose to include one in a fax.

If you must dial a special prefix to reach a local outside number, enter that prefix in the **Local Dialing Prefix** edit box. For example, many office phone systems require you to dial '9' before you dial an outside number.

Redialing Options

In the **Number of Retries** edit spin box, enter the number of times OpenBook should retry a number that has failed to answer. The maximum number of retries you can specify is 20. After OpenBook tries to re-send the fax the specified number of times without success, a dialog box displays allowing you to cancel the fax or continue trying to send the fax.

In the **Time Between Redials** box, specify the amount of time OpenBook should wait before redialing a number after a failed attempt. This time is measured in seconds.

Receive Faxes

Select the **Receive Faxes** check box if you want your PC to answer calls and receive faxes in OpenBook. Specify how many times you want to allow calls to ring before OpenBook answers in the **Rings to Answer** box.

Note: OpenBook will only answer calls made to the phone line connected to your PC.

Advanced Fax Settings

Activate the **Advanced** button or press **ALT+D** to specify a communications port, fax class, reset string, and initialization string to use when sending faxes in OpenBook.

Activate the **OK** button to save your settings, or activate the **Cancel** button to return to the Fax Settings dialog box without saving your changes.

Receiving Faxes

OpenBook can also receive faxes sent to the phone line connected to your computer. Perform the following to set up OpenBook to receive faxes:

1.   Choose **Fax Settings** from the **Settings** menu, or press **ALT+G, F** to set up your fax preferences.

2.   To begin receiving faxes, select the **Receive Faxes** check box.

3.   Press **ALT+W** and specify how many times you want to allow calls to ring before OpenBook answers them in the **Rings to Answer** edit box.

4.   Activate the **OK** button to save your preferences. OpenBook now answers all calls dialed into your PC after the specified number of rings.

After you receive a fax transmission, OpenBook asks if you want to open the fax. If you choose to open the fax, the file is automatically converted into OpenBook format. If you choose not to open the fax, the Save As dialog box displays, allowing you to save the fax image file.

Before you can emboss a document, you must first select your embosser type in the Properties dialog, which is accessed from the Emboss dialog (**ALT+F, E**).

Setting Up Your Embosser

When you select your embosser, many of the fields in the Properties dialog automatically populate with your embosser's default settings. This means you can immediately begin embossing your document or you can change the embossing settings.

1. Press **ALT+F, E** to open the Emboss dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the dialog.

3. When this dialog opens, your cursor is in the Embosser combo box. This combo box lists embossers that are compatible with OpenBook. Use your **UP** or **DOWN ARROW** keys to select your embosser.

4. Press **TAB** until you hear, "Connection combo box."

5. Use your **UP** or **DOWN ARROW** keys to select the port connecting your embosser.

6. If you select Windows Device, press **TAB** to move to the Windows Device combo box. This combo box lists all the printers and embossers available to your computer.

7. Use your **UP** or **DOWN ARROW** keys to select an embosser.

8. Press **ENTER** or select the Ok button to return to the Emboss dialog.

Embossing a Document

Embossing a document is initiated from the Emboss dialog. To launch the Emboss dialog you must open the File Menu (**ALT+F**) and select Emboss (**E**). With the Emboss dialog open, you have several controls that allow you to change the way your document is embossed. If you do not want to change any of the parameters and are ready to emboss, press **TAB** until you reach the Ok button and then press **ENTER**.

Number of Copies

Unless you specify the number of copies printed, OpenBook will only print one copy of a document.

To print more than one copy of a document:

1. Press **CTRL+P** to open the Print dialog.

2. Press **TAB** until you hear "Number of copies one."

3. Use your **UP** or **DOWN ARROW** keys to increase or decrease the number of copies to be printed.

4. Once you have selected your number, you can change more emboss parameters or press **TAB** to move to the Ok button. Press **ENTER** to print your document.

Changing Emboss Settings

Depending on your needs, you may want to emboss on different size paper. Changes made to the embossing settings are retained until you change them or reset them to their defaults.

For 8.5 x 11 inch paper, use the following settings:

Cell Per Line: 34
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 34
Max Lines Per Page of Embosser: 27

For 11.5 x 11 inch paper, use the following settings:

Cell Per Line: 40
Lines Per Page: 25
Top Margin in lines: 0
Max Cells Per Line of Embosser: 42
Max Lines Per Page of Embosser: 27

To change embossing settings:

1.   Press **ALT+F, E** to open the Emboss dialog.

2.   Use **TAB** to move to the Properties button and press **SPACEBAR** to open the dialog.

3.   Press **TAB** to move to the Set Cell Per Line To edit box. Type the number of Braille cells you want in each line.

4.   Press **TAB** to move to the Set Lines Per Page To edit box. Type the number of lines you want on each page.

5.   Press **TAB** to move to the Set Top Margin in lines to edit box. Type the number of lines you want to set for your top margin.

6.   Press **TAB** until you hear, "Max Cells Per Line of Embosser edit box." Type the absolute maximum number of cells you want on each line.

7.   Press **TAB** to move to the Max Lines Per Page of Embosser edit box. Type the absolute maximum number of lines you want on each page.

8. Press **ENTER** or select the Ok button to print your document.

To reset your embosser's default settings:

1. Press **ALT+F, E** to open the Emboss dialog.

2. Use **TAB** to move to the Properties button and press **SPACEBAR** to open the dialog.

3. When this dialog opens, your cursor is in the Embosser combo box. Use your **UP** or **DOWN ARROW** keys to select another embosser.

4. Reselect your embosser. The default settings will repopulate each field.

5. Press **ENTER** or select the Ok button to return to the Emboss dialog.

Computer Braille vs. Grade 2 Braille

By default, OpenBook will send text to your embosser in Grade II Braille. However it can be set to emboss in computer Braille if necessary.

To change between computer Braille and Grade II Braille:

1. Press **ALT+F, E** to open the Emboss dialog.

2. Press **TAB** until you hear, "Grade 2 checked."

3. A check in this box means the document will emboss in Grade 2 Braille. To emboss in computer Braille, press **SPACEBAR** to uncheck this box.

4. Once you have selected the Braille language, you can change more emboss parameters or press **TAB** to move to the Ok button and then press **ENTER** to emboss your document.

Selecting an Emboss Range

The Emboss Range area of the Emboss dialog is composed of 2 radio buttons: All Pages and Pages from:_ to:_. Unless you specify a range, OpenBook will emboss all pages contained within a document.

To specify an Emboss Range:

1. Press **ALT+F, E** to open the Emboss dialog.

2. Press **TAB** until you hear "All Pages checked."

3. Use your **UP** or **DOWN ARROW** keys to make your selection. If you choose Pages from:_ to:_, be sure to **TAB** to the Edit boxes and type in a number.

4. Once you have selected your new page range, you can change more emboss parameters or press **TAB** to move to the Ok button and then press **ENTER** to emboss your document.

Mark Emphasis Text

Emphasis text is text that is bold, underlined and/or in italics. This item (enabled by default and only available when embossing in Grade 2 Braille) indicates when text has emphasis.

Note: In order for this item to work properly, you must enable Emphasis Text in the Scanning Settings Properties page.

To disable Mark Emphasis Text:

1. Press **ALT+F, E** to open the Emboss dialog.

2. Press **TAB** until you hear, "Mark Emphasis Text."

3. A check in this box means bold, underline and/or italic text is marked.

4. If you want to emboss without marking Emphasis Text, press **SPACEBAR** to uncheck this box.

5. To emboss your document, press **TAB** to move to the Ok button and then press **ENTER**.

Quick Book Search

OpenBook helps you quickly search a variety of sources for books in electronic format. Use the Book Search feature to download your favorite books from the Baen Free Library, Bookshare.org, and Project Gutenberg.

To search for a book:

1.   From the **Launch** menu, choose **Book Search**. Select **Quick Search…** from the submenu. Alternatively, you can press **ALT+C, B, Q**.

2.   Enter the title and/or author of the book you are searching for.

3.   Press **ALT+S**. Choose the online book providers you want to include in the search by selecting the corresponding check boxes. Clear the check boxes next to the providers you do not want to include in the search.

Note: In order to download copyrighted books from BookShare.org, you must establish a Bookshare.org user account. If you have an account, press **ALT+L** to select the **Login to Bookshare.org** check box. When you begin the book search, OpenBook will ask you to enter the e-mail address and password for your Bookshare.org account. If you do not select the **Login to Bookshare.org** check box, OpenBook will only search Bookshare.org for books that are not copyrighted.

4. Activate the **Begin Search** button or press **ALT+B** to search for books. OpenBook displays a list of books that match your criteria.

Note: If you cannot find the book(s) you want to download, you can revise your search. Activate the **Revise Search** button (or press **ALT+R**) and then enter a different title and/or author.

5. When the search is complete, use the **UP** and **DOWN ARROW** keys to scroll through the list. Press **SPACEBAR** to select the check boxes next to the books you want to download.

6. Activate the **Download** button or press **ALT+D** to begin downloading the books. The file(s) are saved in the Books folder of your Library.

7. When the download is complete, activate the **Open Files Now** button to view your downloaded books. Activate the **Done** button to view the file(s) at a later time.

Advanced Book Search

The Advanced Book Search feature provides you with additional search options.

To perform an advanced search:

1. From the **Launch** menu, choose **Book Search**. Select **Advanced Search…** from the submenu. Alternatively, you can press **ALT+C, B, A**.

Note: You can also activate the **Advanced Search** button in any dialog box.

2. Enter keywords to search for in the **Contains** edit box.

3.   In the **Search** combo box, choose whether to search for these keywords in the titles or author names. Repeat this process for the second edit box.

4.   Choose one of the following options:

- **Ignore** – Ignore books with titles or authors containing the keyword specified in the second edit box.

- **And** – Search for all keywords you enter in both edit boxes.

- **Or** – Search for books with titles or authors containing keywords in either the first edit box OR the second edit box.

5.   Press **ALT+S**. Choose the online book providers you want to include in the search by selecting the corresponding check boxes. Clear the check boxes next to the providers you do not want to include in the search.

Note: In order to download copyrighted books from BookShare.org, you must establish a Bookshare.org user account. If you have an account, press **ALT+L** to select the **Login to Bookshare.org** check box. When you begin the book search, OpenBook will ask you to enter the e-mail address and password for your Bookshare.org account. If you do not select the **Login to Bookshare.org** check box, OpenBook will only search Bookshare.org for books that are not copyrighted.

Activate the **Begin Search** button or press **ALT+B** to search for books. Choose and download books just as you would during a Quick Search.

Using Your Notetaker

Supported Notetakers

You can access your notetaker files using OpenBook as the interface. Currently, Braille Lite, Type Lite, Braille 'n Speak, Type 'n Speak, Braille Note, and Voice Note notetakers are supported. You can also use your PAC Mate with OpenBook.

Preparing Your Notetaker

If you are using your notetaker as a Braille display with a screen reader, you will need to disable your Braille display settings in both your notetaker and screen reader before transferring any files.

Freedom Scientific Notetakers

First, you must connect your notetaker to your computer with the serial cable supplied. Next, press **O-CHORD, W-CHORD (DOTS 1-3-5 CHORD, DOTS 2-4-5-6 CHORD)** to prepare your notetaker to communicate with your PC.

Freedom Scientific's PAC Mate

Freedom Scientific's PAC Mate with Pocket PC uses ActiveSync to communicate with OpenBook. To move files between OpenBook and your PAC Mate, perform the following:

1.   Ensure that ActiveSync is installed on your computer. ActiveSync is included on your PAC Mate Companion CD.

2. Connect your PAC Mate to your computer using the supplied USB cable.

3. ActiveSync detects the connection and starts automatically. If you have not already done so, you must establish a partnership between ActiveSync and your PAC Mate.

Note: If ActiveSync does not automatically detect the PAC Mate, start ActiveSync on your computer. Open the File menu and choose Get Connected.

4. OpenBook and PAC Mate are now ready to exchange files.

Pulse Data HumanWare Products

Pulse Data/HumanWare Notetakers use Microsoft ActiveSync to communicate with a PC.

1. Connect your notetaker to your computer using the serial cable supplied.

2. Launch ActiveSync from your computer.

3. On your BrailleNote, press **U** (**DOTS 1-3-6**) to open the Utilities Menu.

4. From the ActiveSync File Menu (**ALT+F**), select Get Connected (**G**).

5. Then on your notetaker press **C** (**DOTS 1-4**) to connect to ActiveSync.

Setting Up OpenBook

Before using OpenBook with your notetaker, you must first define your notetaker communication parameters with OpenBook.

1.   From the File Menu (**ALT+F**) select Notetaker (T). This opens the Notetaker submenu, which has two items: Open from and Save to.

2.   Use your **UP** or **DOWN ARROW** key to select a menu item, then press **ENTER**.

3.   This launches the "Setup your Notetaker dialog."

4.   With the Notetaker combo box active, use your **UP** or **DOWN ARROW** key to select your notetaker.

5.   Then press **ENTER** on the Setup your Notetaker dialog to complete the connection.

If you own a Pulse Data HumanWare Product, be sure to complete the steps outlined above.

Using Auto-Detect

If you own a Freedom Scientific Product, you can use the Auto-Detect Freedom Scientific Notetaker button (**ALT+A**). This button automatically detects your notetaker type and communication parameters.

Manually Setting Up OpenBook

Or if you prefer, follow the rest of these steps to manually set up your communication parameters.

1.   Press **TAB** to move to the Connection combo box.

2. Use your **UP** or **DOWN ARROW** key to select the Com Port to which your notetaker is connected to your computer.

3. Press **TAB** to move to the Baud Rate control. Select the baud rate that matches the one set on your notetaker.

4. Press **TAB** again to move to the Always Prompt for Notetaker check box. Place a check in this box if you use more than one notetaker with OpenBook.

Note: Any communication parameter changes that need to be made should be done from the Notetaker Properties page, which is accessed from the Settings Menu.

5. Press **ENTER** to activate the Ok button.

Changing Settings

1. Press **ALT+G** or click on the Settings Menu.

2. Press **N** or select Notetaker Settings to open the Notetaker Settings Properties page.

3. With the Notetaker combo box active, use your **UP** or **DOWN ARROW** key to select your notetaker.

4. Press **TAB** to move to the Connection combo box and select the Com Port to which your notetaker is connected to your computer.

5. Press **TAB** to move to the Baud Rate control. Select the baud rate that matches the one set on your notetaker.

6. Press **TAB** again to move to the Always Prompt for Notetaker check box. Place a check in this box if you use more than one notetaker with OpenBook.

7. Press **TAB** to move to the Apply button, then press **SPACEBAR** to activate the button.

8.   Press **ENTER** to activate the Ok button. This exits the properties page.

Opening Files

To open files from your notetaker:

1.   From the File Menu (**ALT+F**) select Notetaker (**T**). This opens the Notetaker submenu, which has two items: Open from and Save to.

2.   Use your **UP** or **DOWN ARROW** key to select, Open from, then press **ENTER**.

3.   From the Select a file to open dialog, press **SHIFT+TAB** to move into the files list.

4.   Use your **UP** or **DOWN ARROW** key to select a file, then press **ENTER.**

Saving Files

To save files to your notetaker:

1.   From the File Menu (**ALT+F**) select Notetaker (**T**). This opens the Notetaker submenu, which has two items: Open from and Save to.

2.   Use your **UP** or **DOWN ARROW** key to select, Save to, then press **ENTER**.

3.   Type a name for the file you want to save.

4.   Press **SHIFT+TAB** to move into the files list.

1.   Use your **UP** or DOWN ARROW key to select a folder in which you want to save your file, then press **ENTER**.

Launchable Applications

Launchable Applications are word processing or Braille transcription applications that you can start from OpenBook's Launch Menu. When you start an application from the Launch Menu, the new application becomes active while OpenBook runs in the background. Documents, originally opened in OpenBook, open in the file format of the new application.

Note: You may need screen-reading software to read documents in some of these launchable applications.

To move between applications, hold down the **ALT** key, and press the **TAB** key. You may need to press **TAB** more than once to cycle through each application. When you reach the application you want active, release both keys simultaneously.

Adding New Launchable Applications

During installation, you determine which launchable applications you want to use. To add new launchable applications to OpenBook:

1.   From the **Launch** menu, choose **Manage Launchables**. Select **Add…** from the sub-menu. Alternatively, you can press **ALT+C, M, A**.

2.   OpenBook displays the Add Launch Application dialog box.

3.   In the **Menu Name** edit box, enter the name of the launchable application. This is the name that will appear on the **Launch** menu.

4. In the **Program Path** edit box, enter the location and name of the file used to start the application.

    If you do not know the location and/or name of the file, press **ALT+B** to activate the **Browse for Program** button. Locate the file that starts the application and select it. Press **ENTER** to insert the location and name of the file into the **Program Name** edit box.

    If you know the name of the file, but not the location, press **ALT+S** to activate the **Automatic Search for Program** button. Enter the name of the file and press **ENTER** to activate the **OK** button. OpenBook locates the file and inserts the full path and file name into the **Program Name** edit box.

5. If you want to apply parameters to the command line enter any command line arguments in the **Command Line Argument** edit box.

6. If you want to minimize the application after it is started, press **ALT+N** and select the **Minimize on Launch** check box.

7. If you want OpenBook to export the active document to the application when you launch it, press **ALT+X** to select the **Export Document** check box. Press **TAB** and enter the folder location where you want OpenBook to save the exported document in the **Export Document To** edit box.

Note: If you do not know the exact path of the export folder, press **TAB** and then press **SPACEBAR** on the **Browse for Folder** button. This allows you to browse for the folder you want to export documents to.

8. If you want to convert the active OpenBook document into a file format used by the launchable application, make a selection in the **Save as Type** combo box. Use the **UP** and **DOWN ARROW** keys to select the format you want to use when converting documents for this launchable application.

9. Activate the **Add** button or press **ALT+A** to add the application to the **Launch** menu.

Editing Launchable Applications

To edit the menu name, command line parameters, conversion settings, and other options for a launchable application:

1. From the **Launch** menu, choose **Manage Launchables**. Select **Edit…** from the sub-menu. Alternatively, you can press **ALT+C, M, E**.

2. OpenBook displays the Launch Programs dialog box, which contains a list of all launchable applications.

3. Use the **UP** and **DOWN ARROW** keys to select the launchable application you want to edit. Then press **TAB** and activate the **Edit** button.

4. OpenBook displays the current information and settings for the application in the Edit Launch Program dialog box. This dialog box is identical to the Add Launch Application dialog box.

5. Modify the settings for the launchable application. Refer to "Adding Launchable Applications" for more information on the options available in this dialog box.

6. When you have finished, activate the **Update** button or press **ALT+U** to save your changes.

Deleting Launchable Applications

To remove an application from the **Launch** menu:

1.   From the **Launch** menu, choose **Manage Applications**. Select **Delete…** from the sub-menu. Alternatively, you can press **ALT+C, M, D**.

2.   OpenBook displays the Launch Programs dialog box, which contains a list of all launchable applications.

3.   Use the **UP** and **DOWN ARROW** keys to select the launchable application you want to remove. Then press **ENTER** to activate the **Delete** button.

4.   Activate the **Yes** button or press **ALT+Y** to confirm that you want to remove the application from the **Launch** menu.

OpenBook confirms that the application has been removed. Press **ENTER** to activate the **OK** button.

Advanced Scanning

Scanner Selection

You can specify the type of scanner driver you want OpenBook to use. The number of driver choices depends on the number of scanners installed on your system. OpenBook detects each scanner driver installed on your computer and automatically selects a default driver. If there are no drivers installed, OpenBook displays a dialog asking you to confirm the scanner driver selection.

Note: Due to its slow speed, we do not recommend using the HP TWAIN driver unless you are using one of the HP 3200-4300 series scanners.

To change scanner drivers:

1. Press **ALT+A** to open the Advanced Menu.

2. Use the **UP** or **DOWN ARROW** key to navigate to Scanner Selection and press **ENTER** on the item.

3. With the Scanner Selection dialog open, press the **TAB** key until you hear, "Scanner combo box."

4. In the combo box, use the **UP** or **DOWN ARROW** key to select the scanner type you are using.

5. If you found your scanner among those listed in the combo box, press **TAB**, then **ENTER** to close this dialog.

If you did not find your scanner among those listed, then select "Unknown Twain Using:" as your scanner. When you select this option you may need to manually fine-tune the scanner's twain properties so that it will work with OpenBook.

For instance, if you canceled a scan in the middle of the process and you are no longer able to scan. Place a check in the Allow scanner to finish when canceling a scan checkbox.

When a scanned document with Color disabled and Keep Exact View enabled looks identical to a scanned document using a contrast setting of 255. Place a check in the Black and white contrast uses Brightness instead of Threshold checkbox. This should darken the contrast for better visibility.

If your first scan works, but subsequent scans seem to ignore any changes made in the Scanner Settings Properties page, you need to place a check in the Must close TWAIN after each scan checkbox.

Scanning Settings

The Scanning Settings properties page (**ALT+G, C**) contains all the controls that affect the way OpenBook scans pages. These options are listed below.

Scanning Mode

Scanning Mode is one of the most important and frequently used items. Therefore, we have given you other ways to get to the Scanning Mode list. From anywhere in the document, you can press **SHIFT+F10** to bring up the Scanning Mode list. If you are a mouse user, simply click the right mouse button and click on the mode you want.

Your options are:

Scan and Read

Scan and Read lets you first scan a page, then read it. When you first use OpenBook, your scanning options are set to Scan and Read. This setting is best for quickly reading short documents, such as letters and recipes.

Scan in Background

If you have a hardware synthesizer, such as DECtalk PC or DECtalk Express you may want to use the Scan in Background feature as this allows you to scan one page and read another.

The document you are scanning may be the same as the document you are reading, or you may scan into one document, then open and read another.

When OpenBook is ready to scan another page, you will hear a small musical tone. Place the next page on the scanner, and press **F4**. OpenBook continues to read while the next page is scanned.

Large Batch

Large Batch scanning is helpful because it automates 2/3 of the process allowing you to move on to some other activity. So while you must be a captive participant in the scanning process, OpenBook offers you freedom during the preparation and recognition process.

After each scan is complete, a Batch dialog opens giving you four options. Press **TAB** to move among the four buttons and press **SPACEBAR** to activate the button.

Your choices are:

- Scan Another Page

- Done Scanning

- Suspend Scanning

- Cancel Scanning

If you are using an Automatic Document Feeder (ADF), the process is even more automated. You can place batches of 20 to 25 pages in an ADF, and scan them as a group. Please note that if you are scanning documents that contain text on both sides of the paper, you must scan the backs of the pages in reverse order so that OpenBook can match them up correctly.

Batch in Background

If you have a hardware synthesizer, such as DECtalk PC or DECtalk Express you may want to use the Batch in Background feature as this feature offers you the combination of Scanning in the Background with Large Batch features.

Express Batch

Express Batch is a simpler version of Large Batch scanning. While Large Batch prompts you for another page, Express Batch skips these prompts, resets itself, and scans automatically until you press **ESC**. This means you must listen for the scanner resetting itself at the top of the flatbed, then place a new page on the scanner.

In order to increase the time span between each scan, open the Scanning Settings Properties page (**ALT+G, C**), and press **ALT+X** or **TAB** until you hear Express Batch Delay combo box. Use your **DOWN ARROW** key to increase the time in second increments.

As with Large Batch, once scanning is completed, OpenBook prepares and recognizes the pages allowing you to do something else. Express Batch is well suited for people who are familiar with their scanner and want to scan a large document quickly. Do not use this mode with an ADF.

Image Only

Image Only scans the page and saves it as an image file, without performing the recognition process. This setting is useful if you want to create and save an image file to be used later as a graphic.

Fax Files

Fax Files allows you to recognize files that you have received via a fax card. For the best possible recognition, be sure to get a fine fax image of 200 x 200 dpi, and save the file in PCX, DCX or TIFF format. When you choose this scanning mode, you will need to tell OpenBook where to find the file you want to recognize.

You can also open a fax (.PCX) file by choosing **Open** from the **File** menu or pressing **CTRL+O**. In the **Files of Type** combo box, select **Image Files**. Locate and open the fax file. OpenBook automatically recognizes the text of the fax.

Orientation Only

Orientation Only scans a page and determines its orientation without proceeding to the recognition process. This setting is useful when you are scanning a large document. You can use Orientation Only to determine the orientation of the first page, and then set the Page Orientation to the correct setting. This will speed up the scanning process.

Express Batch in Background

If you have a hardware synthesizer, such as DECtalk PC or DECtalk Express you may want to use the Express Batch in Background feature as this feature offers you the combination of Scanning in the Background with Express Batch features.

To increase the time span between each scan, open the Scanning Settings Properties page (**ALT+G, C**), and press **ALT+X** or **TAB** until you hear Express Batch Delay combo box. Use your **DOWN ARROW** key to increase the time in second increments.

In order to read your documents while scanning, you need to let OpenBook process some documents. Otherwise reading will stop as unprocessed pages are encountered.

To stop scanning, press the **F4, SPACEBAR,** or **NUM PAD INSERT** again. When scanning has stopped, you will be given the opportunity to process the newly added batch of documents.

Scanning Contrast

Scanning Contrast controls the light-to-dark contrast ratio in the scanned document.

To use Scanning Contrast:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** or **ALT+C** to move to the Scanning Contrast combo box.

3. Use the **UP** or **DOWN ARROW** keys to make a selection.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Your choices are:

Automatic Contrast

OpenBook will individually evaluate each page to determine the best contrast setting for maximum accuracy. This is useful if you have mystery pages to scan. This setting adds to the scanning time.

Normal Contrast

This corresponds to a value of 127. This setting works for most books and memos or anything with reasonably good black print on white paper.

Darken Page

Darken Page is useful for print that is too light. An example of this is when OpenBook reads "iii" instead of the letter "m."

Lighten Page

Lighten Page is useful for print that is too dark. An example of this is when OpenBook reads the letter "m" instead of the letters "r" and "n."

Custom

Contrast choices include a series of numbers from 0 to 255. Custom contrast settings can increase accuracy if you have a page that is outside the range of the other options. Low numbers make it darker, and high numbers make it lighter.

Page Orientation

Page Orientation controls how the scanner recognizes the page orientation. The correct orientation setting speeds up the scanning process. You have five orientation choices (the instructions are for HP scanners). Use the **UP** or **DOWN ARROW** keys to make your selection.

To use Page Orientation:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** or **ALT+P** to move to the Page Orientation combo box.

3. Use the **UP** or **DOWN ARROW** keys to make a selection.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Your Page Orientation choices are:

Automatic

Automatically determines which way the page is oriented on the scanner. This is the easiest setting but it can add to the scanning time.

Normal

Use this setting when you orient the top of the page with the rear edge of the scanner's glass plate.

Sideways

Use this setting when you orient the top of the page with the right side of the scanner's glass plate.

Upside-down

Use this setting when you orient the top of the page with the front edge of the scanner's glass plate.

Sideways Upside-down

Use this setting when you orient the top of the page with the left side of the scanner's glass plate.

Scanning

Resolution is measured in dots per inch (dpi). The higher the resolution, the more dots per inch resulting in larger image files.

Many scanners have a standard setting of 300 dots per inch (dpi). However, if you are reading pages printed in very small type and have a scanner that can resolve as finely as 400 dpi, you may see improved recognition accuracy. For 400 dpi to be effective, your scanner must have an optical resolution of at least 400 by 400 dpi. An optical resolution of 300 by 600 dpi is not adequate. The point range for fonts with a 300 dpi scanner is 6 to 24 points; for a 400 dpi scanner, the range is 4 to 24 points.

To change scanning resolution:

1.   Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2.   Press **TAB** to move to the Scanning combo box.

3.   Use the **UP** or **DOWN ARROW** keys to make your selection.

4.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Recognize Text Using

Use this control to select your Optical Character Recognition (OCR) Engine. OCR is how a scanner translates the scanned information into speech and screen text. OPENBook offers three different engines to choose from.

To select an OCR Engine:

1.   Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** or **ALT+U** to move to the Recognize Text Using combo box.

3. Use the **UP** or **DOWN ARROW** keys to make a selection.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Your choices are:

OmniPage

This OCR engine quickly recognizes text with a high degree of accuracy.

Recognita

Use this OCR engine when you are scanning for speed, and your document is written in a supported foreign language.

Fine Reader

Fine Reader is set as OpenBook's default engine because it is one of the most accurate OCR engines on the market. It will recognize more than 170 languages, including Eastern European, programming and artificial languages. However, on a slow system you may want to use another engine to speed up performance.

Text Type

Use this item if you are scanning pages that were printed on a Dot Matrix printer or on a typewriter that doesn't use proportional spacing. Such pages may not scan clearly using the Normal Text setting. Selecting Typewritten or Dot Matrix Text may help OpenBook read these pages more successfully. Use the **UP** or **DOWN ARROW** keys to make your selection. Your choices are: Normal Text, Typewritten or Dot Matrix Text.

To select a Text Type:

1.   Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2.   Press **TAB** or **ALT+E** to move to the Recognize Text Using combo box.

3.   Use the **UP** or **DOWN ARROW** keys to make a selection.

4.   Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Recognition Languages

Primary and Secondary Languages

This control sets the primary language that the OCR engine identifies during the scanning process, not the language for OpenBook speech. This option is useful if the document you are scanning has text that contains accent marks, umlauts, or other characters unique to a particular language. The languages listed will vary depending on the languages installed with OpenBook, but always includes the 13 Western European languages.

To change the primary and secondary recognition language:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. To move to the Recognition Language combo box, press **TAB** or **ALT+G.** To move to the Secondary Language combo box, press **TAB** or **ALT+Y**.

3. Use the **UP** or **DOWN ARROW** keys to make a selection.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Image Format

You can specify the file format you want to save an image as when scanning in Image Only mode. Your choices are PCX and several types of TIFF formats.

To select an Image Format:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** or **ALT+F** to move to the Image Format combo box**.**

3. Use the **UP** or **DOWN ARROW** keys to make a selection.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Setting Document Boundaries

The Left, Right, Top, and Bottom boundaries determine how much of the page OpenBook should recognize, by defining the distance from the side of the page. This tells OpenBook to ignore anything outside that boundary. The standard setting for all four boundaries (left, right, top, and bottom) is zero, which means that the entire page will be scanned and recognized.

To define a boundary:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** until you hear left boundary and type a number, which reflects inches, in the edit box.

3. Repeat the above steps if you want to set the right, top, and bottom boundaries.

4.   Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Batch Images Location

Use the **Batch Images Location** edit box to specify the folder you want OpenBook to use to temporarily store images of scanned documents during batch scanning. Enter the complete file path for the folder. By default, images of scanned documents are stored in the Images folder of your OpenBook directory.

De-skew

De-skew corrects as much as ten degrees of skew in a crooked page, straightening up to three quarters of an inch for a standard eight-and-a-half inch page. Use this option if you are concerned that the page is on the scanner slightly crooked, or skewed. It is also helpful when reading documents that have been photocopied, since the text may not be perfectly straight on the page. However, de-skewing will add a few seconds to the scan time. When you install OpenBook this box is checked by default.

To deactivate De-skew:

1.   Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2.   Press **ALT+D** or click on De-skew to uncheck the box.

3.   To check the box, simply press **ALT+D** or click on De-skew.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

De-speckle

De-speckle corrects a page with an unclean or unclear background, such as a page that has been photocopied several times or a newspaper article. When you install OpenBook this box is checked by default.

To deactivate De-speckle:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+K** or click on De-speckle to uncheck the box.

3. To check the box, simply press **ALT+K** or click on De-speckle.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

White on Black

Allows OpenBook to scan and recognize white text on a black background. This is useful when reading packaged food boxes or magazines that often use light text on a dark background for emphasis. When you install OpenBook this box is checked by default.

To deactivate the White on Black control:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+W** or click on White on Black to uncheck the box.

3. To check the box, simply press **ALT+W** or click on White on Black.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Language Analyst

Language Analyst improves scanning accuracy on difficult pages. However, this feature may slow the recognition process. When you install OpenBook this box is checked by default.

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+L** or click on Language Analyst to uncheck the box.

3. To check the box, press **ALT+L** or click on Language Analyst.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Discard Blank Pages

Check this box if you want OpenBook to throw away scanned pages that are blank. Note that sometimes you will want to keep blank pages so that you can maintain the original page numbering and order. The default is unchecked.

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+B** or click on Discard Blank Pages to uncheck the box.

3. To check the box, simply press **ALT+B** or click on Discard Blank Pages.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Emphasis Text

OpenBook recognizes text that is bold, underlined, or in italics. This item is disabled by default.

To enable Emphasis Text:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** until you hear, "Emphasis Text," then press the **SPACEBAR** to uncheck the box.

3. To check the box, simply press **SPACEBAR** again.

4. Last, if you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or, exit this properties page by pressing **ENTER**.

Uncertain Text

Uncertain Text tells OpenBook to indicate when it encounters a word or character it is unsure about by using the Uncertain Text Marker (see next item). When you start OpenBook, this box is unchecked by default.

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **TAB** until you hear Uncertain Text, then press the **SPACEBAR** to uncheck the box.

3. To check the box, simply press **SPACEBAR** again.

4. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

Uncertain Text Marker

Designate a specific character, such as an asterisk, to be spoken when OpenBook finds a word or character that is unclear. When you install OpenBook Uncertain Text is set to Asterisk (*).

To designate a text marker:

1. Press **ALT+G** or click on the Settings Menu. Then press **C** or select Scanning Settings to open the Scanning Settings Properties page.

2. Press **ALT+N** or **TAB** until you hear, "Uncertain Text Marker," then type the character you want as the marker.

3. Last, if you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Or exit this properties page by pressing **ENTER**.

OpenBook with Multiple Users

Enabling Multiple Users

For those environments where there are many OpenBook users, but only one computer, OpenBook allows for more than one user to login and have their individual preferences, settings, and library. Select enable Multiuser Login from the Advanced Menu (**ALT+A**) to switch between multiuser and single-user mode. When you uncheck this item, OpenBook switches to single-user mode, and does not display the User Log In screen when you launch the program.

Note: This item is always enabled in the network version of OpenBook.

It is good practice for an OpenBook user who is in a public setting to log off when they are done working. This way the next user can easily login. To log off, go to the File Menu (**ALT+F**) and select the Log Off menu item. This opens the Log In dialog, which prepares OpenBook for the next user login.

Logging In

The Log In dialog is only available when the Multiuser Login is enabled in the Advanced Menu. If you have never logged in as a user you will need to type in your name and then press **TAB** to move to the Ok button. When you arrive at the Ok button, press **ENTER**.

If you have previously logged in as a user, your login name will be among the names in the 'Please Sign In Here' combo box. In this case, use the **UP** or **DOWN** Arrow key to locate your name or simply press the first letter of your name until you see and/or hear it spoken. Next, press **TAB** to move to the Ok button. When you arrive at the Ok button, press **ENTER**.

Classic Menus

OpenBook's original design used a separate numeric NUM PAD for command input to the Classic Menus. Over time OpenBook evolved to include Windows® keyboard functions. If you are one of the original OpenBook users: First, we thank you for your loyalty to OpenBook; second, the numeric NUM PAD input and the Classic Menus are still available and here's a refresher on how they work together.

OpenBook and the Numeric Pad

Top Row

NUM LOCK

Toggles between the Standard Menus and the Classic Menus, which allows you to choose different options and change OpenBook's settings.

Forward Slash key (/)

Indicates the scanning status for a page that is currently being scanned. If you are not scanning, it indicates that no page is being scanned. This key is also a toggle key.

Asterisk key (*)

Allows you to change the voice speed while reading a document. Press the **Asterick** key to read faster, or the keyboard **SHIFT** key to read slower. OpenBook will say "faster" or "slower."

Minus key (-)

Presents you with OpenBook's on-line manual, which has a list of Help Topics. This key is also a toggle key.

Second row:

Home key (7)

Explains where you are in the reading process or in the menus. Press it while in a menu, and it will tell you what menu you are in. Press it while in a document, and it will list the line and page number you are on.

Up Arrow key (8)

Moves you up one line if you are reading a page, or up one choice if you are in a menu.

Page Up key (9)

If there is a previous page, the **Page Up** key moves to the previous page in the document. If you are in a List Field on a menu, it moves you to the previous group of items in the list.

Plus (+) key

Exits the current activity or allows you to leave a menu or Help when you are finished with it.

Note: If you are scanning a page, the **Plus** key will not stop the scanning process. To interrupt scanning, press the **Scan** key (**Insert** key).

Third row:

Left Arrow key (4)

is the Move Left key. This key moves you back a word while you are reading. (Note: if you have changed the Movement Unit, Move Left may move you back a letter, a sentence, a line, or a paragraph.) To go a long way back, hold the Move Left key down, and you will quickly move backward through the page. OpenBook will not speak the text as you skim through it, but once you stop, it will say the word the cursor is on. To begin reading again, press the Speak key.

Center Key (5)

Selects the current choice in a menu or in a dialog box. If you are reading, press this key once and OpenBook speaks the word the cursor is on. Press it again and OpenBook spells the word aloud. Press it a third time to spell the word with the military alphabet, using words like Alpha, Bravo, and Charlie for the letters A, B and C. The Select key's spelling functionality also works when you are in a dialog box, to read and spell information in fields and button names.

Right Arrow key (6)

is the Move Right key. This key moves you forward a word while you are reading. (Note: if you have changed the Movement Unit, Move Left may move you forward a letter, a sentence, a line, or a paragraph.) To go a long way forward, hold the Move Right key down, and you will quickly move through the page. OpenBook will not speak the text as you skim through it, but once you stop, it will say the word the cursor is on.

To begin reading again, press the Speak key.

Fourth row:

End key (1)

Describes the function of the other keys. Press this key and the other keys become inactive; then press any key and OpenBook will announce the key's name or function. Pressing the End Key again returns the NUM PAD to its normal function.

Down Arrow key (2)

Moves you down one line if you are reading a page, or down one choice if you are in a menu.

Page Down key (3)

Moves to the next page in the document (if there is one). If you are in a List Field on a menu, it moves you to the next group of items in the list.

ENTER key

Starts and stops reading, interrupts speech, or repeats the current item in a menu or dialog box. The Speak key also works when you are in a dialog box, to announce button names or information in fields.

Bottom row:

INSERT key (0)

Starts or stops scanning.

DELETE key (.)

Deletes the current page you are reading, or deletes a character when you are typing an entry, such as a file name.

Classic Menus:
Advanced Menu Level

Read a Document (File menu: Open) -- this option opens and reads a previously named document.

Create a New Document -- this option creates a new document. You can then scan pages into it.

Scanning Options (Settings menu: Scanning Settings) -- this menu controls how OpenBook scans. There are several choices on this menu.

Scanning Mode -- this option gives severall ways to control the scanning process. Your choices are:

Scan and Read -- this is the standard mode: OpenBook scans the page, then reads it aloud.

Scan in Background -- this mode scans one page while you are reading another.

Large Batch -- this mode divides the scanning process into Scanning, the step that requires your participation to turn the pages and Recognition, the step that takes more time, but can be performed while you do something else.

Batch in Background -- this mode allows you to scan a series of pages using Large Batch mode, and while you are scanning, read another document.

Express Batch -- Similar to Large Batch, this mode skips the scanning prompts, allowing you to listen for the sound of the scanner head reaching the bottom of the flatbed, and returning to the top.

Image Only -- this mode scans a page and saves it as an image file, without performing the recognition process.

Fax Files -- this mode performs the recognition process on Fax or other image files.

Two Page (**Note: this item is new to the Classic Menus)** -- this mode scans two side-by-side pages of an OpenBook in a single scan.

Orientation only -- This mode scans a page, and determines its orientation.

Scanning Contrast -- this option allows you to control the level of contrast in the scanned page. Your choices are:

- Automatic Contrast
- Normal Contrast
- Darken Page
- Lighten Page
- Custom Contrast

Page Orientation -- this option allows you to select how OpenBook will handle pages that are upside-down or sideways. Your choices are:

- Automatic
- Normal
- Sideways
- Upside Down
- Sideways Upside Down

Scanning Boundaries -- this option specifies which portion of the page should be recognized, by defining the distance from a specific side of the page, and telling OpenBook to ignore anything outside the boundary area. You can control four boundaries:

- Left Boundary

- Right Boundary

- Top Boundary

- Bottom Boundary

Scanning Resolution -- this option controls how fine a picture of the page is made by the scanner. Your choices are:

- 300 dots per inch

- 400 dots per inch

Text De-skew -- this option determines whether the scanner will compensate for up to 10 degrees of skew on a page. Your choices are: On/Off

Language Analyst -- this option improves the quality of text recognition on difficult pages. Your choices are: On/Off

ScanFix -- this option helps get the best scan possible by performing additional work on the scanned images. Your choices are: On/Off

Text Type -- this option allows you to choose between two types of print formats. Your choices are:

- Normal text

- Typewriter or Dot matrix

Text Flags (Note that in Windows menus, Bold, Italics, and Underline are grouped under the term Emphasis) -- this option, when used with a speech synthesizer, tells OpenBook to indicate words that were emphasized on the original page by using a different voice for "Bold," "Italic," Underlined," or "Uncertain text." Your choices are:

- Bold text - On/Off

- Italic text - On/Off

- Underlined text - On/Off

- Uncertain text - On/Off

Uncertain text flag -- This option allows you to designate a specific character, such as an asterisk, that will be spoken when OpenBook finds a word or character it is unsure about.

Image Format -- This option allows you to choose into which format a scanned image will be saved. Most OpenBook users will use this setting to create Fax images. Your choices are:

- PCX

- TIFF G3 Modified

- TIFF G3

- TIFF G4

- TIFF Packbits

- TIFF Uncompressed

Recognition Language -- this option lets you choose which language to use when recognizing text.

Library (File menu: Library) -- this menu allows you to create new documents, open or close them, save them, delete them, or open and read document files from many popular word processing programs. There are several choices on this menu.

Read a Document -- this option opens and reads a previously named document.

Create a New Document -- this option creates a new document and then scans pages into it immediately.

Close Document -- this option closes a named document.

Save Document -- this option saves and names a document.

Convert Document -- this option converts an OpenBook document to a PC word processor, ASCII, or PC spreadsheet format.

Delete a Document -- this option deletes a document.

Create a New Category -- this option creates and names new categories.

Delete a Category -- this option removes obsolete categories.

Read a File -- this option reads many files on your hard or floppy drive, including word processing, spreadsheet, and ASCII files.

Reading Options -- this menu controls how OpenBook reads the page.

Go To Page (Edit Menu: Go To Page) -- this option moves to a specified page in the document and begins reading.

Find Text (Edit Menu: Find) -- this option searches for and locates a specified word or phrase in the document.

Movement Unit (Settings Menu: General Settings) -- this option affects how the text is highlighted during reading. When you use the Speak key to have OpenBook read continuously, the spotlight cursor will highlight the unit as OpenBook reads to you. OpenBook will not stop or pause at the end of each Movement Unit. If you want OpenBook to read Unit by Unit, use the Control key with the right arrow key. OpenBook will then stop at after each Unit and wait for you to press Control plus right arrow again. This is a useful way to review text for readability. Your choices are:

- Word
- Sentence
- Line
- Paragraph

Speech (Settings Menu: Speech Settings) -- this option lets you control whether OpenBook speaks or not. Your choices are:

- Text -- On/Off
- Menus -- On/Off

Voice Settings (Settings Menu: Speech Settings) -- this option changes the voice rate, pitch, or voice used for the three voices. Each voice has the following choices:

Voice Rate -- this option changes how fast OpenBook speaks.

Voice Volume -- this option changes how loud OpenBook speaks.

Voice Pitch -- this option changes how high or low OpenBook speaks.

Voice Tone -- this option changes how much inflection OpenBook uses when speaking.

Punctuation Announcement -- this option determines how much of the punctuation OpenBook speaks.

Voice Selections -- this option selects the basic voice that all the other settings modify.

Voice Language -- this option selects which language is used for OpenBook's reading voice.

Voice Speech -- On/Off

Visual Settings (Settings Menu: Visual Settings) -- this option alters the way text is presented on the screen. You can modify the following visual features:

- Text Font

- Text Size

- Text Color

- Background Color

- Cursor Color

- Cursor Background Color

- Left Margin (Note: this item is new to the Classic Menus)

- Right Margin (Note: this item is new to the Classic Menus)

- Extra Spacing Between Characters (Note: this item is new to the Classic Menus)

- Extra Spacing Between Words (Note: this item is new to the Classic Menus)

- Extra Spacing Between Lines (Note: this item is new to the Classic Menus)

- Extra Spacing Between Sentences (Note: this item is new to the Classic Menus)

OpenBook Options -- this menu controls various OpenBook features.

Menu Level (Settings Menu: General Settings) -- this option changes OpenBook's level of difficulty. Your choices are:

- Advanced menus

- Beginner menus

Tones (Settings Menu: General Settings) -- this option controls the beeps that OpenBook makes while scanning. Your choices are: On/Off

Progress Messages (Settings Menu: General Settings) -- this option controls the messages that OpenBook speaks as it is processing the page. Your choices are: On/Off

Announce Shortcut Keys (Settings Menu: General Settings) -- this option determines whether OpenBook announces the keyboard shortcut immediately after speaking the menu option. Your choices are: On/Off

Save the Settings (Settings Menu: Save the Settings) -- this option allows OpenBook to save current settings.

Retrieve the Settings (Settings Menu: Retrieve Settings) -- this option retrieves and activates any saved settings files, including the Default file.

Delete the Settings (Settings Menu: Delete Settings) -- this option deletes named settings files (except for Default).

Exit to Windows (File Menu: Exit) -- this option closes OpenBook and returns you to Windows. Your choices are: No, don't exit or Yes, exit.

Quit and Shut Down (does not exist in Windows menus) -- this option closes OpenBook shuts down Windows, and turns off your computer. Your choices are: No, don't quit or Yes, quit.

Help (Help Menu) -- this menu offers several forms of help. When you select Help, OpenBook presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

List of recently read files (File menu: list of recently read files) -- this option lists up to five of the most recently read documents.

Classic Menus:
Beginner Menu Level

Note that the Beginner level contains only a very limited number of menu topics. If you want to use other topics, you should go to the OpenBook Options, choose Menu Level, and select Advanced Menus.

Reading Options-- this menu controls how OpenBook reads the page.

Go To Page (Edit Menu: Go To Page) -- this option moves to a specified page in the document and begins reading.

Voice Settings (Settings Menu: Speech Settings) -- this option changes the voice rate, pitch, or voice used for the Reading Voice. You have the following choices:

Voice Rate -- this option changes how fast OpenBook speaks.

Voice Pitch -- this option changes how high or low OpenBook speaks.

Voice Selections -- this option selects the basic voice that all the other settings modify.

Text Size (Settings Menu: Visual Settings) -- this option alters the size of the text presented on the screen.

OpenBook Options -- this menu controls various OpenBook features.

Menu Level (Settings Menu: General Settings) -- this option changes OpenBook's level of difficulty. Your choices are:

- Advanced menus
- Beginner menus

Save the Settings (Settings Menu: Save the Settings) -- this option allows OpenBook to save current voice settings.

Exit to Windows (File Menu: Exit) -- this option closes OpenBook and returns you to Windows. Your choices are: No, don't exit or Yes, exit.

Quit and Shut Down (does not exist in Windows menus) -- this option closes OpenBook shuts down Windows, and turns off your computer. Your choices are: No, don't quit or Yes, quit.

Help (Help Menu) -- this menu offers several forms of help.

Select this item to open the Help Topics list and read the OpenBook manual on-line. When you select Help Topics, OpenBook presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

OpenBook Keyboard Layout

Reading Keys

Read Dialog	**CTRL+B**
Read Status Bar	**CTRL+SHIFT+F10**
Reading speed -- decrease	**CTRL+1** or **SHIFT NUM PAD ASTERISK**
Reading speed -- increase	**CTRL+2** or **NUM PAD ASTERISK**
Read (Say All)	**F10**, **F12** or **NUM PAD ENTER**
Speech On/Off toggle	**CTRL+F5**

Scanning Keys

Toggle Recognize Columns	**CTRL+SHIFT+Z**
Scan (Edit Mode)	**F4** or **NUM PAD INSERT**
Scan (Read-only Mode)	**SPACEBAR**, **F4**, or **NUM PAD INSERT**
Scanning Status	**SHIFT+F4** or **NUM PAD SLASH**

Movement Keys

Find text	**CTRL+F**
Find next occurrence of text	**CTRL+SHIFT+F**

Go To Bookmark	**F9**
Go To Page	**CTRL+G**
Where Am I	**NUM PAD 7**
Move Up One Line	**UP ARROW**
Move Down One Line	**DOWN ARROW**
Move Forward One Character (Edit Mode)	**RIGHT ARROW**
Move Back One Character (Edit Mode)	**LEFT ARROW**
Move Forward One Word (Read-only Mode)	**RIGHT ARROW**
Move Back One Word (Read-only Mode)	**LEFT ARROW**
Move Up One Page	**NUM PAD PAGE UP**
Move Down One Page	**NUM PAD PAGE DOWN**
Move Up One Screen	**PAGE UP**
Move Down One Screen	**PAGE DOWN**
Highlight Next Word in the Unit	**CTRL+DOWN ARROW**
Highlight Prev. Word in the Unit	**CTRL+UP ARROW**
Move Spotlight to Previous Unit	**CTRL+LEFT ARROW**
Move Spotlight to Next Unit	**CTRL+RIGHT ARROW**

Move Spotlight to beg. of doc	**CTRL+HOME**
Move Spotlight to end of doc	**CTRL+END**
Select Line Down	**SHIFT+DOWN ARROW**
Select Line Up	**SHIFT+UP ARROW**
Select Page Down (view page)	**SHIFT+PAGE DOWN**
Select Page Up (view page)	**SHIFT+PAGE UP**
Select word to the right (Read-only Mode)	**SHIFT+RIGHT ARROW**
Select character to the right (Edit Mode)	**SHIFT+RIGHT ARROW**
Select word to the left (Read-only Mode)	**SHIFT+LEFT ARROW**
Select character to the left (Edit Mode)	**SHIFT+LEFT ARROW**
Select to beginning of Word (Edit Mode)	**CTRL+SHIFT+LEFT ARROW**
Select Word to the left (Read-only Mode)	**CTRL+SHIFT+LEFT ARROW**
Select to end of word (Edit Mode)	**CTRL+SHIFT+RIGHT ARROW**
Select to beginning of page	**CTRL+HOME**
Select to end of page	**CTRL+END**

150

Select to beginning of line	**SHIFT+HOME**
Select to end of line	**SHIFT+END**

Editing Keys

Copy text	**CTRL+C**
Cut text (Edit mode)	**CTRL+X**
Delete Current Page	**CTRL+DELETE**
Delete Character	**DELETE**
Dictionary	**CTRL+D** or **F8**
Edit Mode/Read-only Mode toggle	**CTRL+E**
Move Page Down in page order	**ALT+PAGE DOWN**
Move Page Up in page order	**ALT+PAGE UP**
Page Break, Insert	**CTRL+ENTER**
Page Break, Delete	**CTRL+SHIFT+DELETE**
Paste text (Edit mode)	**CTRL+V**
Replace text (Edit Mode)	**CTRL+H**
Select All text on current page (Edit Mode)	**CTRL+A**
Spell Check	**F7** or **CTRL+K**
Spell Word	**CTRL+L, F3** twice, or **NUM PAD 5** twice

Spell Word Phonetically	**CTRL+SHIFT+L**, **F3** three times, or **NUM PAD 5** three times
Thesaurus	**CTRL+T** or **SHIFT+F8**
Undo	**CTRL+Z**

Page Layout Keys

Start Page Description	**CTRL+SHIFT+Y**
Enter Guided Layout Mode	**CTRL+SHIFT+F5**
Exit Guided Layout Mode	**ESC**
Enter Explore Layout Mode	**CTRL+SHIFT+ENTER**
Enter Explore Layout Mode from Guided Layout Mode	**ENTER**
Exit Explore Layout Mode	**ESC**
Exit Explore Layout Mode and place cursor at current element in editor	**ENTER**
Pause/Resume Reading in Guided Layout Mode	**NUM PAD ENTER**
Read Element Contents/ Pause Reading/Resume Reading element contents in Explore Layout Mode	**NUM PAD ENTER**
Exact View / Text View Toggle	**CTRL+SHIFT+V**

Move to Next Element	**CTRL+SHIFT+DOWN ARROW**
Move to Previous Element	**CTRL+SHIFT+UP ARROW**

Other Useful Keys

Bookmark, go to	**F9**
Bookmark, insert	**CTRL+F9**
Bookmark, delete	**CTRL+SHIFT+F9**
BuckScan money identifier	**CTRL+M**
Classic menus toggle On/Off	**F2**
Close current document	**CTRL+F4** or **CTRL+W**
Document Properties	**CTRL+R**
Exit OpenBook	**ALT+F4**
Help	**F1** or **NUM PAD MINUS**
Help, context-sensitive help	**SHIFT+NUM PAD MINUS** or **SHIFT+F1**
Key Describer toggle	**NUM PAD 1** or **CTRL+F12**
Menu key (Classic menus)	**NUM LOCK**
New File	**CTRL+N**
Open File	**CTRL+O**
Print current document	**CTRL+P**
Properties (of open document)	**CTRL+R**
Save current document	**CTRL+S**

Status Bar toggle On/Off	**SHIFT+F5**
Start Open Book	**ALT+CTRL+O**
Toggle Windows	**CTRL+F6**
Word Count	**SHIFT+F7**

Using the NUM PAD on a portable PC

You can use OpenBook on a portable notebook or laptop computer. However, most portable computers do not have standard 17-key keypads. We have therefore assigned alternate keys to the OpenBook NUM PAD functions.

Menu	**F2**
Scan	**F4** or **SPACEBAR**
Delete Page	**CTRL+DELETE**
Speak	**F10** or **F12**
Select	**ENTER**
Escape	**ESC**
Key Describer	**CTRL+F12**
Where Am I?	**SHIFT+CTRL+F12**
Help	**F1**
Voice Rate	**CTRL+1** and **CTRL+2**
Scanning Status	**SHIFT+F4**
Move Up	**UP ARROW**
Move Down	**DOWN ARROW**
Move Left	**LEFT ARROW**

Move Right	**RIGHT ARROW**
Page Up	**PAGE UP**
Page Down	**PAGE DOWN**

JAWS Keyboard Layout

General

Key Describer	**INSERT+NUM PAD 1**
Where am I?	**INSERT+NUM PAD 3**
Beginning of Line	**NUM PAD 7**
End of Line	**NUM PAD 1**
Beginning of File	**CTRL+NUM PAD 7**
End of File	**CTRL+NUM PAD 1**
Beginning of Page	**ALT+NUM PAD 7**
Delete	**DECIMAL**
Page Up	**NUM PAD 9**
Page Down	**NUM PAD 3**

Reading Text

*reading by character is possible only in edit mode

Read Previous Character	**NUM PAD 4**
Read Current Character	**NUM PAD 5**
Read Next Character	**NUM PAD 6**
Read Previous Word	**INSERT+NUM PAD 4**
Read Current Word	**INSERT+NUM PAD 5**
Read Next Word	**INSERT+NUM PAD 6**

Read Current Line INSERT+NUM PAD 8

Read Previous Sentence ALT+NUM PAD 8

Read Current Sentence ALT+NUM PAD 5

Read Next Sentence ALT+NUM PAD 2

Read Previous Paragraph CTRL+NUM PAD 8

Read Current Paragraph CTRL+NUM PAD 5

Read Next Paragraph CTRL+NUM PAD 2

Read from Beginning of Line INSERT+NUM PAD 7

Read to End of Line INSERT+NUM PAD 9

Read Continuously INSERT+NUM PAD 2

Selecting Text

*selection by character is possible only in edit mode

Select Prior Character SHIFT+NUM PAD 4

Select Next Character SHIFT+NUM PAD 6

Select Prior Line SHIFT+NUM PAD 8

Select Prior Word INSERT+SHIFT+NUM PAD 4

Select Next Word INSERT+SHIFT+NUM PAD 6

Select Next Line SHIFT+NUM PAD 2

Select to Beginning of Line SHIFT+NUM PAD 7

Select to End of Line SHIFT+NUM PAD 1

Select to Beginning of File CTRL+SHIFT+NUM PAD 7

Select to End of File CTRL+SHIFT+NUM PAD 1

Window Eyes Keyboard Layout

General

Where am I?	**DECIMAL**
Speak Key	**ENTER**
Beginning of Line	**NUM PAD 7**
End of Line	**NUM PAD 1**

Reading Text

*reading by character is possible only in edit mode

Read Previous Character	**NUM PAD 4**
Read Next Character	**NUM PAD 6**
Read Current Character	**NUM PAD 5**
Read Previous Line	**NUM PAD 8**
Read Next Line	**NUM PAD 2**
Read Current Line	**ALT+NUM PAD 8**
Read Previous Word	**ALT+NUM PAD 4**
Read Next Word	**ALT+NUM PAD 6**
Read Current Word	**ALT+NUM PAD 5**
Read from Beginning of Line	**ALT+NUM PAD 7**
Read to End of Line	**ALT+NUM PAD 9**
Read to End of Screen	**ALT+NUM PAD 2**